



Spring 2014 Schedule of Classes

New! Certified Production Technician Prep - pg. 9
Montgomery Back-to-Work Initiative- pgs. 2 & 8

*Continuing Education registration for
spring semester going on now!*

*late registration for spring curriculum classes
January 7, 9 AM - 12 PM & 4 PM - 7 PM*

Montgomery Community College

wants to
help you get



Back to Work

In September 2013, Montgomery Community College was granted funding to create a short-term training program targeting North Carolinians who are unemployed or underemployed, military veterans, or national guard members. This initiative is called North Carolina Back-to-Work. Working with area employers and the Department of Labor in identifying the skills needed by Montgomery County industries, the college has designed a short-term training program to teach those skills.

Training

Beginning in January, 2014, Montgomery Community College, through its Continuing Education Department, will offer a six-month training program designed to teach production technician skills, basic welding techniques, and employability skills. Through this program, successful individuals will qualify to receive certifications in safety, manufacturing processes & production, quality practices & measurements, maintenance awareness, welding, and career readiness. Individuals will have the opportunity to become a certified production technician (CPT), a certification offered through the Manufacturing Skill Standards Council.

Participants will attend classes 30 hours per week for 21 weeks. Course work includes the following components:

- Manufacturing Production Technician Certification Preparation
- Introduction to Welding
- Career Readiness Certification Prep.
- Basic Computer Skills for the Workplace
- Job Search Tools and Strategies.

Additionally, individuals successfully completing this training program will be given preference when interviewing for available jobs within Montgomery County.

Financial Assistance

Financial assistance is available through a variety of sources. Eligible individuals will receive help with tuition costs, books, certification fees, transportation, and child care. Individuals seeking financial assistance will be evaluated for the most appropriate fit.

How to Apply

1. Potential students should complete a Montgomery Back-to-Work application form.
2. Students seeking financial assistance will be matched with eligibility requirements through a variety of scholarship opportunities: NC Back-to-Work, MCC Foundation scholarships, Project Skill Up, SECU Foundation Scholarships, or Golden Leaf Scholarships.
3. Before enrolling in the Montgomery Back-to-Work program courses, students must complete or be concurrently enrolled in the following classes:
 - a. Career Exploration and Road Mapping (HRD 3001)
 - b. Basic Computer Skills for the Workplace (HRD 3005)
4. Potential students must commit to attend 30 hours of instruction per week for 21 weeks.

For more information, please contact Robin Coates at (910) 576-6222, extension 253.

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About Continuing Education

Continuing Education is where many individuals get their start in college. Continuing Education provides short-term training courses or programs designed for those individuals seeking occupational skills training for certification acquisition or maintenance, a new career or job, seeking high school completion, or simply beginning or advancing their knowledge in a personal interest area. Continuing Education offers courses in computer skills, fire/rescue, public safety, health occupations, safety and fitness, foreign languages, green technology, and the industrial/manufacturing skilled trades. Additionally, Continuing Education offers courses for professionals in the insurance and real estate occupations whereby they can earn continuing education units (CEUs) required by the state of North Carolina to maintain certification.

How to Find the Classes You Want

- Are you interested in upgrading your current job skills or are you looking for new skills for a new job? Do you need to recertify your skills in your current occupation? Simply search the Table of Contents for the program or courses that meet your needs.
- Do you want to work on your reading, writing, or math skills? Do you want to work toward a GED or high school diploma? Then you need **Career and College Readiness**.
- Are you unemployed? Are you looking for classes designed to help you prepare for and find a job? Look for classes under **Career Planning & Retraining**.
- Do you want to take classes to satisfy a personal interest or just to have fun and meet new people? Then you need **Personal Interest**.
- Are you a business owner or interested in starting your own business? Are you looking for a resource that could help you on the job? Then you need the **Small Business Center**.
- Is English your second language? Do you want to become more proficient speaking English? Then you need **English as a Second Language**.

Not sure you fit any of these categories? Then please look at the class offerings in this publication. When you see one that fits your needs, call us! We'll be glad to help you.

Let us know what you need but didn't find by contacting us at (910) 576-6222, extension 256.

Registration

Please read the Frequently Asked Questions on page 5 for Continuing Education registration questions. You may register anytime before a class is scheduled to begin. Classes without enough students to satisfy instructional costs will be cancelled at the college's discretion, so we recommend you register early.

Continuing Education office hours are 8:00 a.m. - 5:30 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Friday. Please call (910) 576-6222, extension 255 or 256 for more information.

Frequently Asked Questions

- **How old do I have to be before I can take a “Continuing Education” class?**

Anyone 18 years of age or older who is not currently enrolled in public school is eligible to attend Adult Continuing Education classes. Persons 16-17 years old and still in school may enroll if they obtain a Covenant Enrollment Release Form signed by the principal of their high school.

- **How do I register?**

- Call the Continuing Education department at (910) 576-6222, extension 255 or 256.
- If you have a credit card, you may register by faxing your registration form with payment information to (910) 572-2176.
- No credit card? Either request a registration form or print one from our website, and mail the form with your payment
- You can also come to the Continuing Education department in person to register.
- Payment is made at the time of registration.
- Advanced registration is required for all Continuing Education classes.
- If enrollment is not sufficient, the class will be canceled by the college at the registration deadline and fees will be reimbursed by the college.

- **What does the “(SS)” mean next to a course title?**

“(SS)” means “Self-Supporting.” Self-supporting courses are offered by the college at the request of the community. Registration fees vary depending upon the number of students enrolled. There are no fee exemptions for self-supporting courses and fees are non-refundable except in the case of course cancellation by the College.

- **How much does it cost to take a class?**

The registration fees for classes vary depending on the number of class hours. Some classes require textbooks, materials, lab fees or insurance. Fixed costs will be listed under “Fees” below each class. Where a textbook or other supplies are needed, every effort is made to announce this in the class description. Because supply needs are highly variable, they may not be listed for every class.

- **What if I have to drop out of a class?**

Students are eligible for a 100% refund if they withdraw from a class before the class begins or if the class is canceled by the college. Students who withdraw after the class begins, but before 10% of the total number of class hours has been taught, may receive a 75% refund upon request. No refunds are permitted for Self-Supporting (SS) classes except if canceled by the college.

- **May I take a class more than once?**

Students may repeat any course at the regular registration fee. Students may take Occupational courses twice in five years at the regular registration fee; however, fees for additional repeats will be assessed for the full amount of the per student cost for the class. Ask a Continuing Education representative for more information about repeating Occupational courses.

- **Can I earn college credit for taking a class through Continuing Education?**

In general, Continuing Education courses do not earn credit toward a degree; however, some classes are specifically designed to bridge into for-credit college programs. Also, the CEU serves as a unit to recognize an individual’s participation in noncredit activities that meet the appropriate criteria. Ask a Continuing Education representative for more information about bridging classes or CEUs.

Business and Industry Training

Montgomery Community College's Continuing Education Department offers quality education and training courses for businesses, industries, agencies, non-profits, or other entities. The Continuing Education Department can provide training opportunities that are specifically designed to meet the training needs for your group in the following areas:

- Computer training ranging from basic to advanced applications
- Customer Service
- Professional Development for supervisors and managers
- Basic Accounting Software
- Pre-employment Training

If your business, industry, agency, or group is interested in having the Continuing Education Program develop a course or series of courses to meet your training needs, contact Robin Coates at 910-576-6222, ext. 253 for more information.

Customized Industry Training

The Customized Training Program can assist business and industry to remain productive, profitable, and located within Montgomery County. It provides education, training and support services for new, expanding and existing business and industry in North Carolina. Its goal is to foster and support job growth, technology investment, and productivity enhancement for specified industries. The Customized Training Program is designed to make a difference in a company's bottom line, whether it is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

The Customized Training Program resources may support training needs assessment, instructional design, development and delivery. Montgomery Community College's Customized Training Program partners with an array of world-class training providers to offer:

- Training Needs Assessment
- Employee training on new processes, procedures, and technologies
- Lean Manufacturing
- Six Sigma
- Project Management
- Statistical process control
- Hydraulics and Pneumatics
- Electronics
- Preventive Maintenance

If your industry is interested in developing a customized training plan, contact Robin Coates at 910-576-6222, extension 253 for more information.

Continuing Education Schedule of Classes

Career Planning and Retraining

*Career Planning and Retraining courses are fee waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Career Exploration and Road Mapping

Looking for a new direction? Assess who you are, where you're going, and whether you're on the right path to career success. This course will introduce career decision-making and planning processes. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; setting realistic career and educational goals; practicing the decision-making process; and reviewing basic job search skills such as completing applications, writing letters of application, developing and using resumes effectively, organizing a professional portfolio, and improving interviewing skills. Fees for this class are waived for students meeting income guidelines.*

Career Exploration and Road Mapping	\$130	9 AM-12 PM	MWF	1/13-2/3	Rm 143
Career Exploration and Road Mapping	\$130	9 AM-12 PM	MWF	3/17-4/4	Rm 143
Career Exploration and Road Mapping	\$130	9 AM-12 PM	MWF	5/19-6/9	Rm 143

Job Search Tools and Strategies

This course is designed to train individuals in effective job search techniques. Individuals will assess their job skills, will use that information to complete applications and to write resumes that market themselves to employers, will learn how to post and send resumes in electronic formats, and will practice effective interviewing strategies to sell themselves effectively. Fees for this class are waived for students meeting income guidelines.*

Job Search Tools and Strategies	\$130	9 AM-12 PM	MWF	2/10-2/28	Rm 143
Job Search Tools and Strategies	\$130	9 AM-12 PM	MWF	4/7-4/28	Rm 143

Skills For Success

Determine if you are on the right path to the career you have always wanted. Examine your educational and career goals based on the results of inventories and class activities and develop a written plan of action to meet those goals. This course will introduce you to the skills required to be successful in meeting career or educational goals. Fees for this class are waived for students meeting income guidelines.*

Skills For Success	\$70	9 AM-12 PM	MWF	3/3-3/14	Rm 143
Skills For Success	\$70	9 AM-12 PM	MWF	5/5-5/14	Rm 143
Skills For Success	\$70	9 AM-12 PM	MWF	6/16-6/25	Rm 143
Skills For Success	\$70	9 AM-12 PM	MWF	7/28-8/6	Rm 143

Basic Computer Skills for the Workplace

This course is designed to introduce computers and computer terms, how to navigate the internet using search engines, develop e-mail capabilities, and assist the student in developing a moderate comfort level with basic computer use for employability. Fees for this class are waived for students meeting income guidelines.*

Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	1/6-1/14	Rm 143
Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	3/10-3/18	Rm 143
Basic Computer Skills for the Workplace	\$75	1- 4 PM	MTWTh	5/19-5/28	Rm 143
Basic Computer Skills for the Workplace	\$75	1-4 PM	MTWTh	7/21-7/29	Rm 143

Continuing Education Schedule of Classes

Technology Awareness for Career Development

This course is designed for the job seeker who needs to update their computer skills for today's job market. The focus of the course will be an introduction to software applications through class projects which include creating a resume, preparing a cover letter, creating a household budget, and creating a job search database. Fees for this class are waived for students meeting income guidelines.*

Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	1/21-2/11	Rm 141
Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	3/24-4/10	Rm 141
Technology Awareness for Career Development	\$130	1- 4 PM	MTWTh	6/2-6/19	Rm 141

Social Media and E-mail for Job Seekers

New technology and the economy have changed the job searching landscape. Learn how to use social media and e-mail to network for jobs, plan job search strategies, contact employers, and use tips and resources to prepare job search documents. LinkedIn, Twitter, Facebook, and YouTube are possible website resources. Fees for this class are waived for students meeting income guidelines.*

Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	2/17-2/25	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	4/28-5/8	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	7/7-7/15	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1- 4 PM	MTWTh	8/4-8/12	Rm 141

Ready to Work

This course is for the job seeker needing a flexible schedule. The focus of the course is preparing for the Career Readiness Certification exam, job seeking techniques, employability skills development, communication techniques, problem solving strategies, and understanding the impact of information technology in the workplace. Instruction is individualized to meet the personal needs of the job seeker. Fees for this class are waived for students meeting income guidelines.*

Ready to Work	\$175	1-4 PM	MW	1/6-5/14	Rm 143
Ready to Work	\$175	1-4 PM	MW	5/19-8/13	Rm 143

Montgomery Back-to-Work

Short-Term Training Program

Gain the skills that the NC Department of Labor and Montgomery County employers have identified as important for job readiness. In this 21-week program, students have the opportunity to earn up to four certifications: the NC Career Readiness Certificate, Certified Production Technician, and two different American Welding Society welding certifications. Successful graduates of this program will be assisted with interviewing for available jobs in Montgomery County's manufacturing sector. **Financial assistance is available for eligible applicants.**

Career Exploration and Road Mapping*	\$130	9 AM-12 PM	MWF	1/13-2/3	Rm 143
Basic Computer Skills for the Workplace*	\$75	1-4 PM	MTWTh	1/6 -1/14	Rm 143
Introduction to Welding	\$201.60	8 AM-12:30 PM	MT	1/11-5/13	Rm 171
Ready to Work*	\$175	1-4 PM	MW	1/15-5/14	Rm 143
Job Search Tools and Strategies *	\$125	9 AM-12 PM	MWF	4/7-4/28	Rm 143
Production Tech Certification Prep	\$180+	1-5 PM	T &		
+(exam fees \$220)		8 AM - 5 PM	Th	1/21-5/1	Rm TBA

Fees for this class are waived for students meeting income guidelines.* Career Planning and Retraining courses are fee waived for individuals who are unemployed, have received layoff notification, are working and earning 200% of federal poverty guidelines, or who meet federal earned income credit thresholds.

Continuing Education Schedule of Classes

Certified Production Technician

Production Technician Certification Preparation

This course is designed to train students in the production skills needed to be successful in manufacturing today. Students will learn manufacturing skills related to safety procedures, applications of manufacturing skill sets, and preparation for success in completing the examinations leading to becoming a Certified Production Technician (CPT). The training is divided into four modules: Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. At the end of each module, students will take an online exam. Upon successful completion of all four modules, students will be awarded the Certified Production Technician certificate.

Production Tech Certification Prep

\$180 + exam fees (\$220)

1-5 PM
8 AM-5 PM T
Th 1/21-5/1 Rm TBA

Computers

NEW! Microsoft IT Academy Certification Testing

Montgomery Community College has been designated as a testing center for the Microsoft IT Academy Certifications. Exams are available in Microsoft Word, Excel, PowerPoint, Outlook, Access, SharePoint, OneNote, and Office 365. Successful completion in the exams results in certification as a Microsoft Office Specialist. Each certification test costs \$125, including one free re-take for a failed exam. Specialized courses can be scheduled for groups seeking to prepare for specific exams. Contact Continuing Education at 910-576-6222 to schedule a test or to join a test date.

Basic Computer Skills for the Workplace

This course is designed to introduce computers and computer terms, how to navigate the internet using search engines, develop e-mail capabilities, and assist the student in developing a moderate comfort level with basic computer use for employability. Fees for this class are waived for students meeting income guidelines.*

Basic Computer Skills for the Workplace	\$75	1-4 PM	MTWTh	1/6-1/14;	Rm 141
Basic Computer Skills for the Workplace	\$75	5:30-8:30 PM	TTh	2/4-2/27	Rm 141
Basic Computer Skills for the Workplace	\$75	1-4 PM	MTWTh	3/10-3/18	Rm 141
Basic Computer Skills for the Workplace	\$75	1-4 PM	MTWTh	5/19-5/28	Rm 141
Basic Computer Skills for the Workplace	\$75	1-4 PM	MTWTh	7/21-7/29	Rm 141

Technology Awareness for Career Development

This course is designed for the job seeker who needs to update their computer skills for today's job market. The focus of the course will be an introduction to software applications through class projects which include creating a resume, preparing a cover letter, creating a household budget, and creating a job search database. Fees for this class are waived for students meeting income guidelines.*

Technology Awareness for Career Development	\$130	1-4 PM	MTWTh	1/21-2/11	Rm 141
Technology Awareness for Career Development	\$130	1-4 PM	MTWTh	3/24-4/10	Rm 141
Technology Awareness for Career Development	\$130	1-4 PM	MTWTh	6/2-6/19	Rm 141

Social Media and E-mail for Job Seekers

New technology and the economy have changed the job searching landscape. Learn how to use social media and e-mail to network for jobs, plan job search strategies, contact employers, and use tips and resources to prepare job search documents. LinkedIn, Twitter, Facebook, and YouTube are possible website resources. Fees for this class are waived for students meeting income guidelines.*

Social Media and E-Mail for Job Seekers	\$75	1-4 PM	MTWTh	2/17-2/25	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1-4 PM	MTWTh	4/28-5/8	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1-4 PM	MTWTh	7/7-7/15	Rm 141
Social Media and E-Mail for Job Seekers	\$75	1-4 PM	MTWTh	8/4-8/12	Rm 141

Continuing Education Schedule of Classes

QuickStart Computer Classes

QuickStart classes are intended to get you "job ready" with intensive one-day sessions ranging from introductory information or specific applications to advanced tools in specific applications. A student may enroll in any class and take one or all the sessions in that class for one registration fee. Registration is open with each session.

QuickStart Digital Photo Editing Using Photoshop Elements

QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	3/14	Rm 141
QuickStart Photoshop Elements	\$75	5:30-8:30 PM	M/W	5/12-5/14	Rm 141
QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	7/18	Rm 141

QuickStart for Microsoft Excel	\$75	8:30 AM-1:00 PM	F	1/10-1/24	Rm 141
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Session 01: Getting Started With Excel

Session 02: Constructing and Applying Formulas

Session 03: Generating Charts, Graphs, and Reports

QuickStart for Microsoft Excel	\$75	5:30-9:30 PM	MTW	4/7-4/9	Rm 141
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Session 01: Getting Started with Excel

Session 02: Constructing and Applying Formulas

Section 03: Generating Charts, Graphs, and Reports

QuickStart for Microsoft Excel	\$75	8:30 AM-1 PM	F	7/11-7/25	Rm 143
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Session 01: Getting Started with Excel

Session 02: Constructing and Applying Formulas

Section 03: Generating Charts, Graphs, and Reports

QuickStart Presentation Tools with PowerPoint	\$75	10 AM-4 PM	Th		
		9 AM-3 PM	F	3/27-3/28	Rm 216

Session 01: Getting Started with PowerPoint

Session 02: Working with Graphics and Integrated Word & Excel

QuickStart Presentation Tools with PowerPoint	\$75	9 AM-3 PM	F	8/22-8/29	Rm 143
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Session 01: Getting Started with PowerPoint

Session 02: Working with Graphics and Integrated Word & Excel

QuickStart for Quick Books

This condensed course introduces the entrepreneur to the skills necessary to manage basic business accounting and daily office transactions. It will also equip a participant working or planning to work in a business office using QuickBooks. Emphasis will be placed on producing and understanding financial data and simple ways to save time with this useful software.

Getting Started with QuickBooks	\$75	9 AM-3 PM	F	12/6	Rm 216
Getting Started with QuickBooks	\$75	5:30-9:30 PM	T/Th	3/11-3/13	Rm 143
Getting Started with QuickBooks	\$75	9 AM-3 PM	F	6/13	Rm 143

QuickStart for Microsoft Word	\$75	9 AM-3 PM	F	2/7-2/21	Rm 141
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Session 01: Getting Started with Word

Session 02: Reports Using Word

Session 03: Shortcuts and Effective Use of Word

QuickStart for Microsoft Word	\$75	9 AM-3 PM	F	8/8-8/22	Rm 141
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Session 01: Getting Started with Word

Session 02: Reports Using Word

Session 03: Shortcuts and Effective Use of Word

Fire, EMS & Public Safety

EMS Online

Credentialed EMS providers looking for a more convenient way to earn their state-mandated continuing education units (CEUs) can now take their training online with Montgomery Community College's EMS continuing education modules. Two online course modules are scheduled each month – one in Basic Life Support for first responders and EMT-basics, and one in Advanced Life Support for EMT-intermediates and paramedics. All the classes are listed by month and updates can be found on the MCC website under Continuing Education.

Basic Life Support/Advanced Life Support	Month
Neurological Emergencies	January
Geriatrics	February
Respiratory Emergencies	March
Patient Emergencies	April
Airway Management/Ventilation	May
Toxicology	June
Environmental Emergencies	July
Bleeding and Shock	August
Trauma and Mechanism of Injury	September
Head and Face Injuries	October
Allergic Reaction	November
Gynecologic Emergencies	December

EMD, EFD and EPD Online

Credentialed EMDs, EFDs and EPDs looking for a more convenient way to earn their state-mandated and nationally-required continuing education units (CEUs) now have the opportunity to take their training online with Montgomery Community College's continuing education modules. These classes are listed by month. Updates can be found on the MCC website under Continuing Education.

EMD Online	Month
Protocol 21 Hemorrhage	January
Protocol 22 Inaccessible incidents/Entrapments	February
Protocol 3 Animal Bites/Attacks	March
Dispatch and Danger Zones	April
Protocol 4 Assault/Sexual Assault	May
Protocol 13 Update	June
Protocol 15 Electrocutation	July
Protocol 27 Stab/Gunshot/Penetrating Trauma	August
Protocol 2 Allergies/Envenomations	September
Protocol 11 Choking	October
Protocol 24 Pregnancy/Childbirth/Miscarriage	November
Protocol F	December

Continuing Education Schedule of Classes

EFD Online	Month
Protocol 63 Lightning Strike	January
Protocol 62 High Angle Rescue	March
Protocol 53 Citizen Assist	May
Protocol 58 Extrication/Entrapped	July
Protocol 74 Suspicious Package	September
Protocol 57 Explosion	November

EPD Online	Month
EPDv4.2 Case Entry Prearrivals and Case Exit	February
EPDv4.2 Protocols 101-109	April
EPDv4.2 Protocols 110-118	June
EPDv4.2 Protocols 119-127	August
EPDv4.2 Protocols 128-135	October
Active Shooter	December

Foreign Languages

Professional Spanish: Part I \$120 5:30-7:30 PM TTh 1/14-5/8 Rm 237

This class is designed for participants to learn how to use the Spanish language in a professional setting, as well as to use the language for conversation. Participants will utilize basic language patterns. They will create conversations in the language and read and respond to stories and articles. Listening and speaking will be applied through peer interaction and audio/visual online programs. Participants will study the culture of various Spanish-speaking countries. This is the first in a series of courses, each intended to build upon the other.

Survival Spanish for Tourists \$70 5:30-7:30 PM TTh 6/10-7/24 Rm 237

Experiencing a different culture is an adventure, whether abroad or at home. This class will introduce the participants to Hispanic culture and language. Learn the customs of our Spanish-speaking neighbors. Learn how to converse with the native speakers. Learn some all-important survival phrases.

Health, Safety & Fitness

Community CPR

MCC can schedule CPR and first aid for groups, agencies, or businesses. Call Continuing Education at (910) 576-6222, extension 255 for more information and custom scheduling.

Infant, Child, and Adult CPR and First Aid

Initial Certification & Recertification (Recertification students attend 2nd day only.)	\$58	6-10 PM	TTh	12/10-12/12	Rm 236
Initial Certification & Recertification (Recertification students attend 2nd day only.)	\$58	6-10 PM	TTh	2/11 & 2/13	Rm 236
Initial Certification & Recertification (Recertification students attend afternoon only.)	\$58	8 AM-5 PM	W	5/14	Rm 236

CPR for Health Care Providers

Initial Certification & Recertification (Recertification students attend afternoon only.)	\$58	8 AM-5 PM	F	4/11	Rm 140
Initial Certification & Recertification (Recertification students attend 2nd day only.)	\$58	6-10 PM	TTh	7/15 & 7/17	Rm 140
Initial Certification & Recertification (Recertification students attend afternoon only.)	\$58	8 AM-5 PM	F	8/8	Rm 140

Continuing Education Schedule of Classes

GetFit StayFit Kettle Bell and Abs

\$45 5:15-6 AM MWF 1/13-3/21

Page Street Elementary School Gym

Kettlebells offer a different kind of training using dynamic moves targeting almost every aspect of fitness – endurance, strength, balance, agility, and cardio endurance. People love it because it's challenging, efficient and you only need one piece of equipment. Let Tammy Owens help you start out your New Year and target your muscles in a way that will leave you feeling pumped!

Required equipment: 10 lb. kettle bell and workout mat.

Get Fit Stay Fit Spring Boot Camp

\$45 6-7:15 PM MTh 3/31-6/12

BLET Obstacle Course behind Bldg. 500

Ready to strengthen, stretch, and break a sweat? This high-intensity body weight workout is a simple, effective way to work the whole body without any machinery or extra equipment. From heart-pumping jump tucks to core-blasting mountain climbers, these supersettted moves will help build strength and boost metabolism with just body resistance alone. So take this workout from Tammy Owens, trainer for GetFit StayFit. No gym is required so there's no excuse to skip a workout again. Required equipment: A stick weighing at least 5 lbs.

GetFit StayFit Kick Boxing

\$45 5:15-6 AM MW 3/31-6/11

Page Street Elementary School Gym

Mix up your routine with balance, coordination, and strength building moves while burning 300-600 calories a workout. This high-intensity class is a great full body workout, incorporating a broad range of athletic drills. Training like this will physically prepare you for whatever punches life throws your way. Required equipment: Weight gloves weighing 1.5 lbs. each.

Health Occupations

Activity Director

\$180 6-9 PM TTh 1/28-4/10 Rm 230

This course is designed specifically to meet the training requirements prescribed by the NC Division of Health Service Regulation-Adult Care Licensure Section for personal care staff and their direct supervisors working in adult care homes (seven or more beds) and family care homes (two - six beds).

CPR for Health Care Providers

Initial Certification & Recertification (Recertification students attend afternoon only.)

\$58 8 AM-5 PM F 4/11 Rm 140

Initial Certification & Recertification (Recertification students attend 2nd day only.)

\$58 6-10 PM TTh 7/15 & 7/17 Rm 140

Initial Certification & Recertification (Recertification students attend afternoon only.)

\$58 8 AM-5 PM F 8/8 Rm 140

Nursing Assistant I & II

All entering students are required to attend at least one information session.

Nursing Assistant Info Sessions

6 PM Th 11/21 Rm 105

10 AM F 11/22 Rm 105

6 PM Th 12/5 Rm 105

10 AM F 12/6 Rm 105

To register, applicants must:

- 1) Show a valid driver's license and Social Security card.
- 2) Show evidence of a high school diploma, GED, or obtain the required reading level test score. A reading test can be taken any Wednesday at 5:30 PM or Thursday at 9 AM in Room 149.
- 3) Students must have a TB skin test report before the first day of the course.

Continuing Education Schedule of Classes

Nursing Assistant I

This class introduces students to the skills and competencies needed for basic patient care in a health care setting. After successful completion of the course, the student can provide safe, effective, basic nursing care in a variety of health care facilities under the supervision of licensed nurses and/or other approved personnel. Students must complete clinical as part of the course. Please note: Nurse Assistant Hybrid courses require online, classroom and clinical participation.

Nursing Assistant I	\$235.60	5:30-10 PM	MW	1/13-5/12	157/151
Nursing Assistant I Hybrid	\$235.60	8:00 AM-3:30 PM	MTW & Online	1/13-3/3	157/151 Web
Nursing Assistant I Hybrid	\$235.60	5:30-10 PM	TTh & Online	1/14-5/8	157/151 Web
Nursing Assistant I Hybrid	\$235.60	8 AM-6 PM	SAT/SUN & Online	2/1-4/12	157/151 Web
Nursing Assistant I	\$235.60	8 AM-3:30 PM	MTW	3/3-5/12	157/151

Nursing Assistant II

Students must be listed as a Nursing Assistant I in good standing with the North Carolina Department of Health and Human Services in order to register for the Nursing Assistant II course. Students are taught skills in oxygen therapy, suctioning, tracheotomy care, IV fluid monitoring and discontinuation, nasogastric and gastrostomy feeding procedures, enterostomy care, urinary diversion and urinary catheterization. This course equips the students with advanced skills in providing care for the elderly and older adults. Students will complete clinical as part of the program.

Nursing Assistant II	\$232.60	5:30-9:30 PM	MTWTh	1/13-3/31	228
Nursing Assistant II Hybrid	\$232.60	8 AM-3:30 PM	MTWTh & Online	2/1-3/31	148/228 Web

Phlebotomy

All entering students are required to attend an information session.

To register, applicants must:

- 1) Show evidence of a high school diploma or GED.
- 2) Complete a TABE reading assessment with a 10th grade or higher reading level. A reading test can be taken any Wednesday at 5:30 p.m. or Thursday at 9:00 a.m. in Room 149.
- 3) Show a valid North Carolina ID and Social Security card.
- 4) Attend an information session.

Information sessions for the Fall 2014 class will be scheduled in July. Information sessions for the Spring 2015 class will be scheduled in November 2014.

Phlebotomy Info Session: Tuesday, December 10 at 5:30 PM in Room 140

Phlebotomy	\$275.60	5:30-9:30 PM	MW	1/13-6/25	139/140
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The course consists of theory and clinical experiences in performing blood collections. Successful completion of the course prepares students to sit for the American Society of Phlebotomy Technicians (ASPT) National Certification Examination. A textbook is required.

A NOTE TO OUR STUDENTS: Continuing Education classes do not follow the same schedule as curriculum (degree) classes. Continuing Education classes often meet during regular semester breaks. Your instructor will keep you informed of any breaks in your class schedule. Continuing Education classes will not be held on January 20 for the Martin Luther King Jr. holiday and April 18 for the Easter holiday.

Insurance Agent Continuing Education

These courses are for licensed insurance agents to obtain their required 24 ICECs per two-year period. Agents should review the NCDOL website at www.ncdoi.com for additional information about their CE requirements. Producer/agent number is required when enrolling in courses. Mandatory Ethics course (required every 2 years for all agents) and mandatory Flood course (required every 4 years for P&L agents) are offered each spring semester. All courses are approved and offered under Walter Batista, provider 562268129.

Agents can take any one or all of these courses for a single registration fee. *An additional \$1.65 per credit hour is collected for the Vertafore fee.

Insurance Agent CE	\$70* (time below)	MW	1/27-2/19	Rm 230
Ethics for the Ins. Professional - mandatory (201990)	6-9 PM	M	1/27	Rm 230
Financial Planning for Retirement (70416)	6-9 PM	W	1/29	Rm 230
Agents' Certified Flood Course - mandatory (69690)	6-10 PM	M	2/3	Rm 230
General Life Insurance Provisions (69947)	6-9 PM	M	2/10	Rm 230
Annuity Education Course (70081)	6-9 PM	W	2/19	Rm 230

Mechanical

Power Equipment

Small Engine Repair - Out of Storage & Into Service

This course will provide an introduction getting those engine-powered units out of storage and back into service. Whether it is a new engine or power equipment that has been out of service for awhile, this course will cover them all. Engine types are those used on push mowers, riding mowers, small tractors, garden tillers, blowers, string trimmers, hedge trimmers, or any power equipment with a small engine.

Small Engine Repair	\$70	6-9 PM	T	1/28-3/18	Jordan Bldg. Biscoe
Small Engine Repair	\$70	8:30-11:30 AM	W	1/29-3/19	Jordan Bldg. Biscoe

Notary Public Education

Notary Public Education

This seven-hour course is required for individuals to obtain a North Carolina Notary Public Commission. Both class sessions must be attended to receive credit for this course. Participants must be at least 18 years old; must reside legally in the United States and reside or work in North Carolina; must speak, read, and write English; and must possess a high school diploma or GED. Each notary public candidate must verify his/her identity by presenting a state or federal government issued photo identification document, such as an NC driver's license or a US passport.

Students must acquire and review the required manual Notary Public Guidebook for North Carolina 10th Ed. before class begins. The manual is available in the MCC General Store or directly through the NC Dept. of the Secretary of State at www.sosnc.com. ISBN# 978-1-56011-480-2.

Notary Public Education	\$70	8:30 AM-4:30 PM	F	1/17	Rm 229
Notary Public Education	\$70	8:30 AM-4:30 PM	Sa	3/15	Rm 154
Notary Public Education	\$70	5-9:30 PM	TTh	4/21 & 4/23	Rm 230
Notary Public Education	\$70	8:30 AM-4:30 PM	F	6/7/2013	Rm 230
Notary Public Education	\$70	5-9:30 PM	TTh	7/15 & 7/17	Rm 230

Continuing Education Schedule of Classes

eNotary

An applicant who wishes to become an eNotary in NC must hold a valid commission as a notary public in NC. The notary must successfully complete the eNotary three-hour course of instruction and pass the course with at least an 80% passing rate on the final exam. The course includes the following topics: The NC Electronic Notary Act, eligibility and registration, the NC Notary Act, electronic notary processes, technology solutions/providers, ethics as they pertain to electronic notarizations, consequence of misconduct, security standards, best practices and departmental recommendations. Students must purchase the Electronic Notarization Manual from the NC Dept. of the Secretary of State at www.sosnc.com or at (919) 807-2295. ISBN# 978-0-9798170-0-7.

eNotary	\$70	9 AM-1 PM	W	12/4	Rm 228
eNotary	\$70	9 AM-1 PM	F	5/23	Rm 141

Personal Interest

Multi Media Art	\$45	9:30 AM-2:30 PM	T	1/7-3/11	Rm 103B
Multi Media Art	\$45	9:30 AM-2:30 PM	T	4/1-5/27	Rm 103B
Multi Media Art	\$45	9:30 AM-2:30 PM	T	6/17-8/19	Rm 103B

Digital Photography	\$150	6:30-9 PM	M	3/17-4/1	Rm 141
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This short course introduces students to the basic elements of a digital camera with the intent to get quality or specialized images from your camera. Students should bring their own cameras.

QuickStart Digital Photo Editing Using Photoshop Elements

This course is based upon Photoshop Elements, the most popular consumer edition of photo editing software. The course covers imprinting and organizing digital images, basic retouching tools, text framing, file size and format, and preparing files for e-mail and printing.

QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	3/14	Rm 141
QuickStart Photoshop Elements	\$75	5:30-8:30 PM	MW	5/12-5/14	Rm 141
QuickStart Photoshop Elements	\$75	9 AM-3 PM	F	7/18	Rm 141

Handbuilt Coil Pottery	\$72	6:30-9:30 PM	M	2/10-3/31	Rm 301
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Making coil pottery is one of the oldest forms of pottery making. With this method you can make almost any shape and can change direction. The same technique can be used for coil pottery or sculptural designs.

Advanced Beekeeping	\$25	7-9 PM	M - 1st 2 classes Sa - all other classes	2/24-3/TBA*	TBA
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*All other Beekeeping class dates will be determined by the students. This course is for experienced beekeepers or those students who have completed the Beginning Beekeeping course. This course examines best practices in hive maintenance, set-up and hive inspections, and proper medication management.

Continuing Education Schedule of Classes

Concealed Carry

This class meets the educational requirement for the Concealed Carry Permit as established in North Carolina. Students completing the course successfully are eligible to apply for a Concealed Carry Handgun Permit. Students must provide their own class supplies: handgun, holster, and 30 rounds of ammunition.

Concealed Carry	\$75	8 AM-5 PM	Sa	2/8	Rm 507 & Range
Concealed Carry	\$75	5:30-9:30 PM	MT	4/14 & 4/15	Rm 507
Concealed Carry	\$75	5:30-6:30 PM	W	4/16	Range
Concealed Carry	\$75	5:30-9:30 PM	MT	6/9 & 6/10	Rm 507
Concealed Carry	\$75	5:30-6:30 PM	W	6/11	Range
Concealed Carry	\$75	8 AM-5 PM	W	7/16	Rm 507 & Range

Real Estate Broker Continuing Education

Real Estate Continuing Education

The NC Real Estate Commission requires all licensed real estate brokers to take both a Real Estate Update course and at least one elective annually. **Students may take one or both topics for a single registration fee.** All course materials are included in the fee.

Real Estate Continuing Education	\$75	(time below)	Sa	12/7	Rm 143
Real Estate Update 13-14		8 AM-12 PM	Sa	12/7	Rm 143
Elective: Sustainable Housing: Building Green		1- 5 PM	Sa	12/7	Rm 143
Real Estate Continuing Education	\$75	(time below)	Sa	2/15	Rm 143
Real Estate Update 13-14		8 AM-12 PM	Sa	2/15	Rm 143
Elective: Sustainable Housing: Building Green		1-5 PM	Sa	2/15	Rm 143

Skilled Trades

Heating, Ventilation & Air Conditioning (HVAC)

Students may take the HVAC program as either a curriculum (college credit) program or a continuing education (non-credit) program. The daytime program is offered as either curriculum or continuing education. The evening program is offered through Continuing Education. Successful completers of either program are eligible to take the NATE certification exam.

The evening HVAC certificate program is divided into six courses spread out over six semesters and must be taken in the following sequence unless otherwise approved by the instructor:

-) Fall Semester: Fundamentals
-) Spring Semester: Principles of Refrigeration
-) Summer Semester: Air Conditioning Systems
-) Fall Semester: Heating
-) Spring Semester: Heating and Air Conditioning
-) Summer Semester: Advanced Heating and Air Conditioning

HVAC Sequence 5

Heating and Air Conditioning	\$180	5-9:30 PM	TTh	1/14-5/8	Rm 168
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This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon successful completion, students will be able to understand and analyze system performance and perform routine service procedures. This class covers topics and content equivalent to the two daytime HVAC classes: Heating and Heat Pumps.

Continuing Education Schedule of Classes

Heating \$180 9 AM-12 PM MW 1/13-5/9 Rm 16

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

Heat Pumps \$180 9 AM-12 PM TTh 1/14-5/8 Rm 16

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon successful completion, students will be able to understand and analyze system performance and perform routine service procedures.

NATE Certification Testing \$125

Scheduled for groups. Contact Ed Hinson at MCC (hinsone@montgomery.edu) if you are interested in sitting for the NATE Certification test or would like to arrange NATE testing for a group.

Welding

The Welding program is designed to provide students with the skills necessary to pursue one or more welding certifications and to exit the program job ready. The first courses listed in our current schedule are designed to serve both the beginning student and those with some experience. Currently, the Welding program is divided into three preparatory levels with all classes meeting at the same time:

- 1) Introduction to Welding: MIG, TIG, & Stick
- 2) Intermediate Welding
- 3) Welding Certification Preparation

Introduction to Welding: MIG, TIG, & Stick

This course is designed to teach the fundamentals of welding and cutting. This course covers safety, oxyacetylene welding, torch cutting, arc welding, MIG and TIG welding. By the end of the course students should have entry-level knowledge of the welding process, and depending upon individual ability, advance to Intermediate Welding or the Certification Preparation course.

***Students may attend any or all of the days this course meets.**

Intro to Welding: MIG, TIG, & Stick \$201.60 8 AM-3:30 PM MTSa* 1/11-5/13 Rm 171

Intro to Welding: MIG, TIG, & Stick \$201.60 6-10 PM MTW* 1/13-5/10 Rm 171

Intermediate Welding

This course is designed to enhance the welding skills in MIG and/or TIG as well as teach plasma-arc cutting, air carbon arc cutting, and shielded metal arc welding. Students will have the flexibility to choose the area or skills on which they wish to focus. It is recommended that students entering this course be experienced welders seeking additional experience and training or have completed the Introduction to Welding course. Students preparing for a certification may opt to take this class in preparation for certification. ***Students may attend any or all of the days this course meets.**

Intermediate Welding \$201.60 8:00 AM-3:30 PM MTSa* 1/11-5/13 Rm 171

Intermediate Welding \$201.60 6-10 PM MTW* 1/13-5/10 Rm 171

Welding Certification Preparation

This course is designed to prepare students for the American Welding Society's welding certification. This course is open only to experienced welders or students who have successfully completed the MCC Introduction to Welding course. ***Students may attend any or all of the days this course meets.**

Welding Certification Preparation \$201.60 8 AM-3:30 PM MTSa* 1/11-5/13 Rm 171

Welding instructor brings 25+ years of experience, numerous certifications to classroom

MCC's welding instructor hasn't spent all his time inside a classroom. Owner of Davis Welding in Randolph County, Chuck Davis has operated his own contract welding business since 1993 and was a welder for several construction and mechanical firms for 15 years before starting his own business.

In addition to bringing his extensive experience to his classroom, he has earned a number of certifications that allow him to teach welding and to inspect welds for certification. Davis holds an API (American Petroleum Institute) 1104 certification for welding pipelines and an ASME (American Society of Mechanical Engineers) certification for welding pressure pipe. Davis is certified by the American Welding Society (AWS) as a welder, as a Certified Welding Educator (CWE) and as a Certified Welding Inspector (CWI). Because of his CWI, his students can earn their AWS certifications right here at MCC.

MCC's welding program is designed to accommodate students at all skill levels, from those who are just learning, to those who want to build skills for various certifications. Students can register anytime, may choose from evening, day and weekend classes, and work at their own pace toward the skill level of their choosing.

In his classes, Davis says he spends about 10% of class time discussing subjects such as safety, equipment set-up, terminology and properties

of metal. The remaining 90% of the time students spend applying what they have learned in the classroom and building skills to prepare for certification.

Good welders enjoy a fairly wide-open job market.

According to the US Bureau of Labor Statistics, welding jobs are expected to increase 6.6% over the 2010-2020 period. The median annual wage for welders is \$33,810.

"I've seen welders get \$50-60 thousand for ten weeks of work plus a \$5,000 moving bonus if a welder is willing to move around," said Davis. While this may be the exception rather the rule, good welders are in demand and can earn a good wage.

Montgomery Community College's welding classes are flexible enough to fit almost any schedule, and financial aid is available to qualified applicants. If you are interested in a career in welding or would like more information about classes, contact the Continuing Education Department at (910) 576-6222, extension 215 or 256.



Chuck Davis, Welding instructor



Human Services Technology: Developmental Disabilities

This program is designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Individuals will specialize in the areas of developmental disabilities and mental retardation.

Candidates may apply for an Associate Degree, a diploma or a certificate in HST/DD. Successful graduates qualify for employment in group homes, foster care facilities, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental programs, early childhood intervention programs and other programs for the developmentally disabled and their families.

For more information contact Amy Friary at (910) 576-6222, extension 207 or at afriary@montgomery.edu.

New! Certified Production Technician Prep course grooms candidates for production jobs

This semester, in conjunction with the Montgomery Back-to-Work initiative, MCC is offering a new Certified Production Technician (CPT) prep course that will teach the skills common to production and manufacturing industries.

The CPT course is designed to teach the four critical production functions common to all sectors of manufacturing as defined by the Manufacturing Skills Standards Council (MSSC) for certification. The MSSC assesses core understanding of the key work activities and core technical knowledge and skills needed in high-performance manufacturing.

The instructor for the course, Bobby Morrison, has over 38 years of experience in manufacturing and production with Energizer. He was an operator for 20 years before going back to school to earn his B.S. degree in business management, after which he was promoted to production supervisor.

Morrison spent almost twelve years as a production supervisor and was trained in Total Productive Manufacturing (TPM) Autonomous Care, bringing maintenance personnel and operators together to teach them to solve problems with their equipment.

He spent three years as a member of Energizer's Lean department, training employees in Lean Manufacturing practices. During that time he also collaborated on a training manual for Autonomous Care.

Morrison says he loves to teach people and he gets excited when showing people something new.

"It's why I went into management," Morrison

said. "I wanted to make a difference."

Morrison is now retired from Energizer, but is excited about teaching the CPT prep course for MCC.



Bobby Morrison, CPT instructor

"I feel like this is something I can do that will make a difference for people. To me it's more than teaching, it's helping people acquire the skills that will pay dividends in the future. To me there's no greater need right now," said Morrison.

"In this course, students will get the basic skills that an employer would normally have to train an employee to do. It's basically a pre-qualification process," said Morrison. "An employer may hire someone and begin training them, only to find out 12 weeks later that the person could never come up to speed," explained Morrison. "With the CPT, an employer knows the individual already possesses the skills necessary to work in a production environment."

The CPT course begins on January 21. Financial assistance is available for qualified applicants. Call the Continuing Education department at (910) 576-6222, extension 253 or 255 for more information.



Certified Production Technician Prep

Earn the skills you need to work in production and earn a CPT!

Classes begin January 21

Take as a stand-alone course or in conjunction with Montgomery Back-to-Work
For more information call (910) 576-6222, extension 253 or 255.



Would you like to begin a career in Early Childhood Education or improve your skills in the classroom?

Choose from one of four certificates that will earn you credentials in early childhood education

Instructional Certificate - This certificate introduces you to the field of early childhood education through five classes of basic content and theory. Successful completion of the EDU 119 earns you the NC Child Care Credential and qualifies you to be the lead teacher in a child care center. Additionally, all courses with EDU prefixes are used to evaluate the educational level of each child care provider by the NC Division of Child Development and Early Education. Earning this certificate will enable you to be rated at five out of seven education points by the NC Star Rated License program, making you more employable. Courses include:

- EDU 119 Early Childhood Education
- EDU 144 Child Development I
- EDU 145 Child Development II
- EDU 146 Child Guidance
- EDU 151 Creative Activities

Infant/Toddler Care Certificate - This certificate introduces you to the field of early childhood education with a concentration on working with children from birth through age two. Successful completion of the EDU 119 earns you the NC Child Care Credential and qualifies you to be the lead teacher in a child care center. Centers with 75% of its teachers in the 0-2 classrooms having this certificate can earn an extra quality point in the calculation for the star rating for the center. Courses include:

- EDU 119 Early Childhood Education
- EDU 144 Child Development I
- EDU 153 Health, Safety and Nutrition
- EDU 234 Infants, Toddlers and Twos
- EDU 131 Child, Family and Community

School Age Certificate - This certificate is designed for students planning to work in public or private school-age care environments. Successful completion of the EDU 119 earns you the NC Child Care Credential and qualifies you to be the lead teacher in a child care center. Additionally, successful completion of EDU 235 and EDU 145 earns you the NC Child Care School Age Credential. Courses include:

- EDU 145 Child Development II
- EDU 146 Child Guidance
- EDU 131 Child, Family and Community
- EDU 158 Healthy Lifestyles - Youth
- EDU 235 School Age Development & Programming
- EDU 263 School Age Program Administration

Administration Certificate - This certificate enables you to receive two state credentials. Successful completion of the EDU 119 earns you the NC Child Care Credential and qualifies you to be the lead teacher in a child care center. By successfully completing the two administration courses, you receive the NC Child Care Administrative Credential and the rank of a Level I administrator. This credential is necessary to be employed as a director in a child care center in North Carolina. Courses include:

- EDU 119 Early Childhood Education
- EDU 146 Child Guidance
- EDU 153 Health, Safety and Nutrition
- EDU 261 Early Childhood Administration I
- EDU 262 Early Childhood Administration II

CRIMINAL JUSTICE CAREERS

CHALLENGING • EXCITING • REWARDING

Occupational Outlook 2010-2020

5% - 21% growth

Median wage

\$24,380 - \$47,200/year

(US Bureau of Labor Statistics)

- Correctional Officer
- Fraud Investigator
- Public Surveillance Officer
- Probation Officer
- Loss Prevention Specialist
- Security Guard
- At-Risk Specialist

*Associate degrees and certificates available at MCC
in a traditional classroom format or 100% online!*

For information on how to get started call or e-mail Tracey Wyrick
(910) 576-6222, extension 310, or wyrickt@montgomery.edu.

Career and College Readiness

(910) 576-6222, extension 236 or 254

E-mail smithk@montgomery.edu or kellisj@montgomery.edu

Career and College Readiness (GED and Adult High School)

Classes are offered for the adult who desires to complete studies for the GED or to review reading, math, and English skills. Instruction is available to the non-reader. Instruction is individualized and students progress at their own pace.

Before enrolling in a class, an individual must attend a registration/orientation session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor Release Form to be completed by a parent or legal guardian and the Board of Education before registering. For further information please contact Kathy Garner-Smith, Career and College Readiness Coordinator, at (910) 576-6222 extension 236.

All Career and College Readiness (GED and Adult High School) classes are free.

Registration & Orientation

Every Tuesday, 9:00 AM or 5:30 PM, Room 149


If you are unable to attend one of the above sessions, please contact Jamie Kellis, Assessment/Retention Specialist at (910) 576-6222, extension 254, or Kathy Garner-Smith, Career and College Readiness Coordinator at (910) 576-6222, extension 236 to set up an appointment.

Adult Basic Education (ABE) /General Education Development (GED)

Douglas	8:30 AM-12:30 PM	MTWTh	1/6-5/15	Rm 138
Douglas	12:30-3 PM	MTWTh	1/6-5/15	Rm 138
James (Math & Writing)	9 AM-12 PM	F	1/10-5/9	Rm 138
Comer	6-9 PM	MTWTh	1/6-5/15	Rm 138
TBA	TBA	TBA	1/6-5/15	Highland Center
Cassell	5-8 PM	TTh	1/7-5/15	Star Elementary
TBA	TBA	TBA	1/6-5/15	Brutonville

Adult High School (Official transcripts required)

McIntyre	8:30 AM-12:30 PM	MTWTh	1/6-5/15	TBA
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SAVE THE DATE!
MCC Foundation Golf Tournament
May 2, 2014

Clases de Inglés (gratis)
English as a Second Language

Le gustaría usted, o conoce alguien a quien le gustaría . . .

- ¿Aprender inglés de una manera práctica y entretenida con profesores expertos en ESL?
- ¿Mejorar su habilidad de comunicarse y entender inglés en diferentes situaciones (como en la escuela, el centro de trabajo, bancos, tiendas, etc.)?
- ¿Mejorar sus oportunidades de comunicarse y encontrar trabajo?

Ésta es una gran oportunidad para usted, su familia y sus amigos. Las clases se acomodan a todos los estudiantes — principiantes, intermedios y avanzados — y son completamente gratis. Puede empezar en cualquier momento durante el semestre. Puede traer a sus niños, si es necesario.

Llame al 910-576-6222 ext. 249 para obtener mayor información. En cuanto escuche la contestadora automática, marque 249 para español. Si no estamos cuando llame, por favor deje su nombre y número para llamarle luego. Por favor, comparta esta información con sus familiares, amigos y compañeros de trabajo. Maestro principal: Abraham Encinas, MA

Would you like, or do you know anyone who would like to . . .

- Learn English in a fun and practical way with experienced teachers?
- Improve reading and writing skills in English?
- Improve skills with regard to communication in the workplace, schools, and community agencies?

This is a great opportunity for you, your family, and your friends. The classes adapt to students of all levels — beginning, intermediate, and advanced — and are completely free. You can begin at any time during the semester. If necessary, you may bring your children. Call 910-576-6222 ext. 249 for more information. If we are not here when you call, please leave your name and number, and I will return your call as soon as I can. Please share this information with your relatives, friends, and co-workers. Lead instructor: Abraham Encinas, MA

Encinas-Torres	9 AM-12 PM	MW	1/6-5/14	7th Day Adventist Church, Biscoe
Encinas-Torres	5-8 PM	MW	1/6-5/14	Old EMS Bldg. Candor
Encinas-Torres	9 AM-12 PM	TTh	1/7-5/15	Old EMS Bldg. Candor
Encinas-Torres	5-8 PM	TTh	1/7-5/15	7th Day Adventist Church, Biscoe
Leal	5:30-8:30 PM	MTh	1/6-5/14	Ebenezer Church, Biscoe
Morales	5-8 PM	MF	1/6-5/12	First Baptist Church, Biscoe
Morales	8-11 AM	ThF	1/9-5/15	Ríos de Agua Viva church, Troy
Morales	5-8PM	TTh	1/7-5/15	Presbyterian Church, Candor
TBA	TBA	TBA	TBA	Belford Baptist Church, Belacres
TBA	TBA	TBA	TBA	West Montgomery HS, Mont Gilead
TBA	TBA	TBA	TBA	Star Municipal Building, Star

Para iniciar las clases en Star, Troy y Mount Gilead, se necesitan siete o más alumnos. Si usted o más personas están interesadas, por favor llámenos al (910) 576-6222 ext. 249.

For classes in Star, Mount Gilead and Troy, please call (910) 576-6222, extension 249 if interested Eight (8) students minimum to open any of these classes.

Small Business Center Seminars

The Small Business Center is a resource provided by the State of North Carolina and Montgomery Community College to help small businesses succeed. We provide confidential business counseling services, business skills seminars and access to vital resources and information, all free of charge. Certificates will be provided to all seminar attendees. Advance registration for Small Business Center seminars is recommended as seminars with less than three advance registrations may be canceled. To make an appointment for services, for more information, or to register for seminars, please contact Richard Hinson at (910) 576-6222, extension 216, or at hinsonr@montgomery.edu

All Small Business Center seminars are free of charge. For seminar locations, please inquire at registration or visit the Small Business Center website at www.montgomery.edu/small-business-center.html.

Basic Information for Present and Prospective Business Owners and Entrepreneurs

Are You Ready to Become a Small Business Owner? 6-9 PM T 2/18 TBA
If you are considering starting, buying or revitalizing a small business, you will need certain basic business skills in order to develop a solid business plan to thoroughly evaluate your business idea. You will also need to be prepared to deal with the challenges and opportunities that every business owner will face in order to be successful. Discover some of the basic pitfalls to avoid as you prepare to begin your business venture.

How to Choose the Right Type of Small Business for You 6-9 PM Th 2/20 TBA
If you are considering starting, buying or revitalizing a small business, you will need to select a business type that is compatible with your business skills, your dreams, and your resources. Over 100 different types of businesses will be discussed in order to help you identify multiple profit centers to include in your business to maximize your chances for success. Several major concerns for business startups will be discussed, including naming your business, bookkeeping, customer service and legal considerations.

ABCs of Starting Your Own Business 6-9 PM Th 3/6 TBA
How to Start Your Own Business 6-9 PM Th 3/20 TBA
Learn the basics required to start your own business with minimum risk and limited investment. Analyze potential opportunities to use your skills and resources to start a business. Learn the importance of developing a written business plan before starting your business venture.

How to Write a Business Plan 6-9 PM W 3/12 TBA
How to Write a Business Plan 1:30-4:30 PM Th 4/3 TBA
How to Write a Business Plan 6-9 PM Th 4/17 TBA
Learn how to write a business plan to fully evaluate and develop your business idea and maximize your opportunity to be successful. What are your special talents and skills? Learn to assess them based on your habits and lifestyle preferences to determine if your business idea will work for you. Discover how to create a marketing plan and a cash flow analysis to evaluate the potential success of your business idea. Learn the financial advantages of starting your business without quitting your present job to allow you to pay your bills while your business grows.

Financing Your Business Venture 6-9 PM T 4/15 TBA
Financing Your Business Startup 6-9 PM T 4/29 TBA
Discover how a strong business plan can help you obtain financing for your business startup. Delve into various funding sources for business ventures. Identify ways to evaluate your financing options and ways to improve your chances of getting the funding to start and operate your business. Find out how the Small Business Technology Development Center (SBTDC) and the Small Business Administration (SBA) can help you in this important process.

Small Business Center (910) 576-6222, ext. 216

E-mail hinsonr@montgomery.edu

Marketing Information for Present and Prospective Business Owners and Entrepreneurs

Marketing Your Business

1:30-4:30 PM M 3/17 TBA

Marketing Your Business

6-9 PM Th 4/3 TBA

Discover marketing techniques and inexpensive advertising ideas that can help a small business prosper. Evaluate your competition and increase your share of the market. Explore marketing systems using the internet. Both small business owners and entrepreneurs will benefit from these fresh marketing ideas.

Hands-on Facebook Marketing

1:30-4:30 PM M 2/24 TBA

Learn through hands-on demonstrations how you can effectively market your products or services on Facebook. During this class, internet marketing expert Teresa Broadway will set up a Facebook page and demonstrate the basics of establishing the identity of your business, listing your products or services, and providing potential customers with an opportunity to place orders and make payments with your business. Learn how Facebook marketing can help your business generate sales by reaching Facebook users all over the country.

Inexpensive and Creative Ways to Market Your Small Business 6-9 PM T 3/25 TBA

Would you rather eat live insects than market your small business? Learn new, inexpensive, fun and creative ways to market your products or services. Find out how to overcome common obstacles that may be holding you back. Bring your business cards if you have some, but don't worry if you don't. You'll leave with new ideas to grow your business, increase your visibility, and connect with your community.

Increase Your Profits with Enhanced Negotiating and Forecasting Skills 6-9 PM Th 3/13 TBA

Learn how enhanced negotiating tactics and professional forecasting strategies can be utilized to generate more inventory turns. Learn how highly successful seasonal product promotions can increase the profits of your business. Discover how to develop your business skills in these very important areas to help you develop better relationships with your customers, allowing your business to be more successful.

Social Media Marketing Strategies: Twitter, Facebook, YouTube & More 1:30-4:30 PM M 3/24 TBA

Learn the latest marketing strategies to attract more customers and increase your sales with less work and expense through the power of social media. Learn how to connect with customers and prospects, generate more leads, and be perceived as the expert in your field. Examine ways to increase revenues, reduce marketing expenses and get the word out about your business with social media marketing. Discover methods to create a following with Twitter, Facebook, YouTube and other social media sites that will have people talking about your business.

Setting Up a Business Website

1:30-4:30 PM M 4/28 TBA

Business owners and prospective entrepreneurs will be guided through the process of developing a business website including the concepts of effectively marketing your products or services on your website. Learn how to set up a shopping cart to allow internet customers to purchase your products or services online. Discover how several different payment processors work and learn the advantages and disadvantages of each one. Learn the basic principles of search engine optimization to help you attract more potential customers to your website.

Selling to the Federal Government: NCMBC Overview 1:30-4:30 PM W 3/19 TBA
The North Carolina Military Business Center (NCMBC) connects small and mid-size businesses with military and other federal business opportunities. The NCMBC will provide an overview of its services and explain how to evaluate military and other federal business opportunities. NCMBC services include: a business assistance team that finds opportunities, notifies businesses and helps them develop winning proposals; the State's official, FREE web portal, www.MatchForce.org, which automatically matches NC businesses to federal opportunities; and strategic initiatives to position North Carolina businesses to win future military contracts.

Best Practices for Present and Prospective Business Owners and Entrepreneurs

How to Deal With Conflict in the Business World 1:30-4:30 PM M 3/3 TBA
Conflict in the business world is inevitable but it does not have to force business owners to take sides and create major disruptions in your business. Instead, conflict can be viewed as an opportunity for change and growth. This seminar examines how to identify the basic causes of conflict and how to focus on preventing conflicts from disrupting the business environment. Examine what to do when conflicts occur, treat the causes rather than the symptoms, move toward successful resolution, and use the experience to enhance your business environment and improve business relationships.

Secrets of Great Customer Service 1:30-4:30 PM T 3/25 TBA
Learn how to improve your customer relationships, build customer loyalty and increase sales. These days, businesses cannot survive for long without great customer service. Learn what you need to do to keep your current customers happy, attract new ones and keep both groups coming back. Examine some of the typical reasons that customers leave and what you can do to prevent it from happening. Evaluate customer service from different perspectives and share stories – the good, the bad and the ugly.

Why Successful Businesses ARE Successful 6-9 PM Th 4/10 TBA
Too often we hear that luck is the main reason a business fails or succeeds; however, successful businesses share common traits and luck is not one of them! After researching hundreds of small businesses in North Carolina, South Carolina, and Virginia for the past nine years, Bob Moore created this seminar which reveals common traits that successful small businesses possess. These businesses have shown growth and have produced handsome profits for their owners. This seminar is designed for the individual thinking of opening a new business as well as the existing entrepreneur who seeks the inside secrets of how to make his/her business better. Opening and operating a small business involves a huge investment of time, talent and resources. Don't depend on luck; make your own success with the secrets shared in this seminar!

How to Rejuvenate Your Business 6-9 PM TWTh 2/25-27 TBA
This series of 3 seminars is recommended for business owners and entrepreneurs who want to learn how to evaluate their existing marketing efforts and discover new affordable marketing techniques to build a stronger sales base in a "soft" market. Discover the rewarding process of reinventing your business and developing a fresh comprehensive business plan to establish new business relationships and increase your share of the available market for your products or services. Presenter Bud Young served as the VP of sales and marketing for Capel Rugs for many years and possesses the experience that helped make Capel Rugs successful. Don't miss this opportunity to learn techniques from an experienced marketing professional.

How to Market Your Invention **6-9 PM TWTh 4/22-24 TBA**
This series of 3 seminars will cover the options available to the inventor to successfully market an invention. Topics include obtaining a patent versus obtaining patent pending status, designing and building a prototype yourself versus selecting a manufacturing company to make your products, and marketing your invention to the public. All of the important steps in this process will be discussed to provide you with valuable insight into the process of marketing an invention.

Fifteen Common Mistakes That Will Undermine Your Business **6-9 PM Th 3/27 TBA**
We have all heard the old saying that we should learn from other's mistakes. Opening and operating a business normally involves a great deal of time and a substantial financial investment. During this seminar, you will examine the fifteen most common mistakes made by entrepreneurs and business owners that ultimately undermine their business. If you are a current business owner or if you plan to start a business soon, this seminar will prove to be very valuable in helping you develop a legal, profitable and growing business. Make a solid investment in the survival of your business by learning how to avoid these fifteen common mistakes.

Time Management for Business Owners: How to Get It All Done **1:30-4:30 PM Th 3/6 TBA**
Do you ever get it all done? Would you like to get a grip on where your time goes, how to get more done in the time you have and **STILL HAVE TIME FOR YOURSELF?** This seminar can help you get the most out of your time by showing you how to better handle the tasks, people and stuff in life that control your time. This program will include: how to determine what "all" really is; understanding how much time you have; planning on purpose and planning with a purpose; setting and tracking priorities to determine if you are trying to do too much; timelines and deadlines; how to do three things at once; what to do in times of crisis and conflict; how to handle the information avalanche; and getting it done while still having a life. The presenter, Mike Collins, is an entrepreneur who has personally started eight small businesses. His genuine desire to help people and his sense of humor combine to make his presentations an overwhelming success.

Strategies for Effective Supervision **1:30-4:30 PM Th 4/10 TBA**
This seminar is recommended for small business owners who would like to improve their supervisory skills or the effectiveness of their supervisors. Many business owners supervise employees without any management training, or they promote supervisors from the production floor or office pool without supervisory training. This seminar will provide you with the basic techniques to be effective. You will learn the principles of managing employees in a way that will allow you to earn their respect and cooperation. You will learn how to communicate effectively with employees and with management, how to develop your listening skills in order to find the true cause of a problem and how to resolve conflicts between employees under your supervision.

How to Make Money with a Worm Farm Business **1:30-4:30 PM Th 3/20 TBA**
Learn how this part-time business venture can generate income for you in several different ways. Learn the basics of raising, harvesting, and marketing worms and worm products. Learn the importance of internet marketing to this business endeavor. Learn how to design your website to provide potential customers with the opportunity to evaluate and order your products. Learn the procedures for shipping worms and worm products to ensure the safe and prompt delivery of your orders. Steve Little operates a very successful worm farm business in Lexington. Steve will display examples of worms and worm products and explain the best practices to use to generate income from a worm farm business.

Making Money with a Mowing/Cleaning/Pressure Washing Business 1:30-4:30 PM T 4/8 TBA
Mowing, cleaning or pressure washing businesses are popular startups for entrepreneurs who want to supplement their income with minimum investment and low risk. Steve Carver operates very successful businesses in each of these areas and will share best practices and important insight into how you can make money with these types of business ventures.

Legal Concerns for Business Owners and Entrepreneurs

Legal Considerations for Small Business Owners 6-9 PM T 3/4 TBA
Learn the advantages and disadvantages of the basic types of business structures. Learn how much legal protection you need to conduct business, how to design a basic contract to ensure that you will receive prompt payment for your products or services, and evaluate the basic legal needs of your small business through open discussion with an experienced attorney.

Legal Strategies for Business Owners for Major Life and Death Issues 6-9 PM T 3/18 TBA
Learn how having basic legal documents in place can protect you from financial disaster such as Power of Attorney, Healthcare Power of Attorney, Living Will, Key Person Insurance, Testamentary Will, Trust for Minor Children, and Business Agreements as to Death or Withdrawal. Evaluate your basic legal needs to prepare for your future and protect yourself and your heirs from physical and financial hardship through open discussion with an experienced attorney.

Financial Planning, Bookkeeping and Taxes for Business Owners and Entrepreneurs

Accounting, Financial Planning & Taxes 6-9 PM Th 5/1 TBA
Are you a do-it-all-yourself business owner? Do you have great people skills but wish you had a better grasp on your finances? Whether you do it yourself or have an accountant, this seminar will help you better understand the financial operations of your business. Learn to analyze supply and equipment costs, profit/loss statements, break-even points, and cash flow, which can help generate more opportunities for profit. Gain understanding about advantages and disadvantages of certain business structures and how this affects your tax rates, schedules and strategies. Learn how to utilize a business plan to improve your cash flow.

Business Record Keeping & Taxes 6-9 PM T 4/1 TBA
Learn to analyze start-up costs, break-even points, cash flow, supply costs, equipment costs, operating costs and profit/loss opportunities. Learn small business tax rates, tax schedules and tax strategies. Learn the advantages and disadvantages of the various types of small business structures. Learn how to utilize your business plan to operate within your budget.

How to Raise Your Credit Score to 740 Points 6-9 PM T 3/11 TBA
Using several proven methods, you can increase your credit score significantly within 60 days. Your credit score not only determines whether or not you can obtain a loan but may also determine the interest rate, your insurance premiums and your utility service deposits. Learn how to read a credit report and what factors are used in calculating your FICO or Beacon Score. Learn legal tricks credit bureaus do not reveal concerning how to raise your credit score simply by the way you use your credit cards, treat inquiries, make payments and carry balances.

Investment Planning Strategies 5:30-7 PM Th 2/13 TBA
Learn the basic principles of saving and investing along with more specific strategies to help you reach your long-term financial goals. Delve into the differences in the major types of investments including stocks, bonds and mutual funds. Learn investment terminology. Discover the importance of asset allocation. Explore specific strategies to minimize risk and tax liability while maximizing retirement savings. Evaluate your retirement planning needs through open discussion with an experienced financial advisor.

eBay Marketing Strategies for Business Owners and Entrepreneurs

eBay Your Way to Success: The Basics of Selling on eBay **6-9 PM T 5/20 TBA**
This seminar is designed for entrepreneurs wanting to make eBay a primary business tool. During this session, learn best practices to use when setting up an account, listing items for sale, taking payments and shipping. Topics will include: eBay appraisals and research, registering on eBay and starting a seller's account, choosing formats and categories, writing descriptions that sell, submitting photos, analyzing feedback, using PayPal, shipping tips, and pricing philosophies that will make you an eBay top rated seller! Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.

Building Your Business on eBay: Beyond the Basics **6-9 PM Th 5/22 TBA**
This seminar is designed for business owners and entrepreneurs who are already selling on eBay who want to establish a continuous retail presence on eBay. Topics in this fast paced session include: starting and growing an eBay business, finding merchandise to sell, creating professional listings that can really generate sales, marketing your business on eBay, managing active listings effectively, resolving issues and feedback, and protecting your eBay business. Learn valuable tricks of the trade that you have to know to become an eBay Power Seller. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.

Establishing eBay Stores **6-9 PM T 5/27 TBA**
This seminar is designed for business owners and entrepreneurs who are ready to become eBay Store owners. During this session, learn how to start, brand and optimize your eBay Store website. Learn how to market your eBay Store more effectively with e-mail newsletters, traffic reports and the markdown manager sales tool. Learn how to use the Quick Store Tune-Up feature and Manage My Store page to customize your eBay Store. Learn valuable tips for search engine optimization that can bring more internet shoppers to your eBay Store. Nick Hawks is an education specialist trained by eBay with a diverse background in business administration and 17 years of experience selling on eBay.

Registration

Late registration is January 7

9:00 a.m. - 12:00 p.m. and 4:00 p.m. - 7:00 p.m.

- **New or former students** (students who were not enrolled in the fall semester 2013) should go to Student Services to begin the registration process.
- **Returning students** (students who were enrolled in the fall semester 2013) who have not paid tuition and fees for spring semester 2014 should see Student Services staff to re-register.

Academic Calendar

Spring Semester 2014

January 7	Late registration for curriculum students
January 10	Classes begin
January 20	Martin Luther King, Jr. holiday
January 22	Last day for partial tuition refund
March 4 - 8	Spring break
March 13	Mid-term
March 14	2nd 8-week session begins
March 17 - 27	Advising for summer session (current students)
April 1	Financial Aid priority deadline for summer session
April 7 - 17	Summer registration by appointment (new students)
April 10	Last day to drop a course with a "W"
April 18 - 19	Easter holiday
May 10	Term ends
May 14	Graduation

New Student Information

If you have never attended Montgomery Community College, you may follow these steps to help you get started:

1. Apply online at www.montgomery.edu. Click on the Students tab on the MCC home page, then choose the Admission & Registration menu item. Application forms are also available on the Admission & Registration page.
2. Request official transcripts from your high school, GED testing center, and any other colleges or universities attended.
3. Take the ACCUPLACER assessment. Visit www.montgomery.edu and click on "Students" and "Testing" for a schedule of ACCUPLACER test sessions.
4. Apply for financial aid (if desired). Visit www.montgomery.edu and click on the Students tab and select the Financial Aid menu item for a step-by-step application.

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, IS Independent Study, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
ACA-085	1	IMPROVED STUDY SKILLS	1	BEVERLY	238	MW	11:00A-11:50A
ACA-085	018B	IMPROVED STUDY SKILLS (2nd 8 weeks)	1	HOPKINS	237	TTH	03:30P-05:20p
ACA-085	2	IMPROVED STUDY SKILLS	1	GADDY	238	M	03:30P-05:20P
ACA-085	50	IMPROVED STUDY SKILLS	2	BAILEY	238	TTH	05:30P-06:20P
ACA-111	W18A	COLLEGE STUDENT SUCCESS (1st 8 weeks)	1	LISA FAGAN	ONLINE		
*ACC-121	1	PRINCIPLES OF MANAGERIAL ACCT	4	TBA	216	MW	11:00A-01:15P
*ACC-121	W1	PRINCIPLES OF MANAGERIAL ACCT	4	TBA	ONLINE		
ACC-129	W1	INDIVIDUAL INCOME TAXES	3	TBA	ONLINE		
*ACC-140	W1	PAYROLL ACCOUNTING	2	TBA	ONLINE		
*ACC-150	W1	ACCOUNTING SOFTWARE APPLICATIONS	2	TBA	ONLINE		
AHR-112	1	HEATING TECHNOLOGY	4	HINSON	166 168	MW	09:00A-11:50A
AHR-114	1	HEAT PUMP TECHNOLOGY	4	HINSON	166 168	TTH	09:00A-11:50A
AHR-151	1	HVAC DUCT SYSTEMS I	2	HINSON	166 168	TTH	01:00P-02:50P
AHR-213	1	HVAC BUILDING CODES	3	HINSON	166 168	MW	01:00P-02:15P
ALT-120	50	ALTERNATIVE ENERGY TECHNOLOGY	3	FURR	501	W	06:00P-09:50P
ART-111	W1	ART APPRECIATION	3	LEVENTIS	ONLINE		
+BIO-094	1	CONCEPTS OF HUMAN BIOLOGY	4	TBA	102	T TH	02:00P-04:50P 02:00P-03:50P
+BIO-094	50	CONCEPTS OF HUMAN BIOLOGY	4	TBA	101	M W	05:30P-08:20P 05:30P-07:20P
BIO-111	1	GENERAL BIOLOGY I	4	BUNTING	226 101	MW F	09:30A-10:45A 08:30A-11:20A
*BIO-112	1	GENERAL BIOLOGY II	4	BUNTING	226 101	MW F	11:00A-12:15P 12:30P-03:20P
*BIO-112	W1	GENERAL BIOLOGY II	4	BUNTING	ONLINE		
BIO-165	1	ANATOMY & PHYSIOLOGY I	4	ROBINSON	224 102	MW TH	12:30P-01:45P 11:00A-01:50P
BIO-165	50C	ANATOMY & PHYSIOLOGY I	4	ROBINSON GOFORTH	102	W	05:30P-08:20P
BIO-165	W1	ANATOMY & PHYSIOLOGY	4	ROBINSON	ONLINE		
*BIO-166	1	ANATOMY & PHYSIOLOGY II	4	ROBINSON	224 101	MW TH	11:00A-12:15P 11:30A-01:50P
*BIO-166	2	ANATOMY & PHYSIOLOGY II	4	ROBINSON BUNTING	224 101	MW W	11:00A-12:15P 02:00P-04:50P
*BIO-166	50C	ANATOMY & PHYSIOLOGY II	4	ROBINSON	101	TH	05:30P-08:20P
*BIO-166	W1	ANATOMY & PHYSIOLOGY II	4	ROBINSON	ONLINE		
*BIO-275	01C	MICROBIOLOGY	4	ROBINSON GOFORTH	102	TH	03:00P-04:50P
BUS-115	1	BUSINESS LAW I	3	DONOVAN	226	TTH	08:00A-09:15A
BUS-115	W1	BUSINESS LAW I	3	DONOVAN	ONLINE		
BUS-121	1	BUSINESS MATH	3	COLLINS	236	MW	01:30P-03:20P
BUS-121	W1	BUSINESS MATH	3	COLLINS	ONLINE		
BUS-153	W1	HUMAN RESOURCE MANAGEMENT	3	COLLINIS	ONLINE		
*BUS-225	1	BUSINESS FINANCE	3	TBA	226	TTH	01:45P-03:45P
*BUS-225	W1	BUSINESS FINANCE	3	TBA	ONLINE		
BUS-230	W1	SMALL BUSINESS MANAGEMENT	3	COLLINS	ONLINE		
*BUS-260	1	BUSINESS COMMUNICATION	3	COLLINS	229	TTH	08:00A-09:15A
*BUS-260	W1	BUSINESS COMMUNICATION	3	COLLINS	ONLINE		
BUS-280	1	REAL SMALL BUSINESS	4	KENNEDY	229	TTH	01:45P-03:35P
BUS-280	W1	REAL SMALL BUSINESS	4	KENNEDY	ONLINE		
*CHM-152	1	GENERAL CHEMISTRY II	4	ROCZNIAK	102	WF	12:30P-03:20P
CIS-110	W1	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-111	1	BASIC PC LITERACY	2	TBA	216	TTH	08:00A-09:20A
CIS-111	2	BASIC PC LITERACY	2	TBA	216	T	01:00P-03:50P
CIS-111	50	BASIC PC LITERACY	2	TBA	216	T	05:30P-08:20P
CIS-111	W1	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W2	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W3	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-113	TBA	COMPUTER BASICS	1	TBA	TBA	TBA	TBA
CJC-113	1	JUVENILE JUSTICE	3	T WYRICK	512	MW	01:00P-02:20P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, IS Independent Study, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
CJC-113	W1	JUVENILE JUSTICE	3	R WYRICK	ONLINE		
CJC-120	1	INTERVIEWS / INTERROGATIONS	3	T WYRICK	512	F	08:00A-10:50A
CJC-120	W1	INTERVIEWS / INTERROGATIONS	3	T WYRICK	ONLINE		
CJC-121	1	LAW ENFORCEMENT OPERATIONS	3	T WYRICK	512	MW	11:00A-12:20P
CJC-121	W1	LAW ENFORCEMENT OPERATIONS	3	T WYRICK	ONLINE		
CJC-131	1	CRIMINAL LAW	3	T WYRICK	512	TTH	11:00A-12:20P
CJC-131	W1	CRIMINAL LAW	3	T WYRICK	ONLINE		
CJC-132	1	COURT PROCEDURE & EVIDENCE	3	CLARK	512	MW	03:30P-04:45P
CJC-132	W1	COURT PROCEDURE & EVIDENCE	3	R WYRICK	ONLINE		
CJC-160	1	TERRORISM: UNDERLYING ISSUES	3	CLARK	512	MW	TBA
CJC-160	W1	TERRORISM: UNDERLYING ISSUES	3	EURY	ONLINE		
CJC-214	1	VICTIMOLOGY	3	CLARK	512	TTH	02:00P-03:20P
CJC-214	W1	VICTIMOLOGY	3	EURY	ONLINE		
COE-111	01F	CO-OP WORK EXPERIENCE	1	STRONG	OFF-CAMPUS LOCATION		
COM-231	1	PUBLIC SPEAKING	3	VAN SINDEREN	229	MW	09:30A-10:45A
*CTS-125	W1	PRESENTATION GRAPHICS	3	TBA	ONLINE		
*CTS-130	1	SPREADSHEET	3	TBA	216	MW	08:00A-09:50A
*CTS-130	50	SPREADSHEET	3	TBA	217	TTH	05:30P-07:20P
*CTS-130	W1	SPREADSHEET	3	TBA	ONLINE		
CTS-155	W1	TECH SUPPORT FUNCTIONS	3	ANDREWS	ONLINE		
*CTS-285	W1	SYSTEMS ANALYSIS & DESIGN	3	ANDREWS	ONLINE		
DDT-110	W18A	DEVELOPMENTAL DISABILITIES (1st 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-120	W18B	TEACHING DEVELOPMENTALLY DISABLED (2nd 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-210	W18B	DDT HEALTH ISSUES (2nd 8 weeks)	3	NICHOLSON	ONLINE		
DDT-220	W18A	PROGRAM PLANNING PROCESS (1st 8 weeks)	3	NICHOLSON	ONLINE		
DEN-103	1	DENTAL SCIENCES	2	MCALLISTER	154 175	T	08:00A-09:50A
DEN-104	1	ORAL HEALTH EDUCATION	3	MCALLISTER	154 175	T TH	01:00P-02:50P 09:00A-01:50P
*DEN-106	1	CLINICAL PRACTICUM I	5	MCALLISTER	154 175	M W TH	08:00A-05:00P 11:00A-11:50P 08:00A-12:00P
DEN-112	1	DENTAL RADIOLOGY	3	MCALLISTER	154 175	T F	10:00A-11:50A 09:00A-03:50P
DMA-010	LL	OPERATIONS WITH INTEGERS	1	KLASS	218	TBA	TBA
*DMA-020	LL	FRACTIONS & DECIMALS	1	HENDRIX	218	TBA	TBA
*DMA-030	LL	PROPOR/RATIO/RATE/PERCENT	1	KLASS	218	TBA	TBA
*DMA-040	LL	EXPRESS/LIN EQUAT/INEQUAL	1	HENDRIX	218	TBA	TBA
*DMA-050	LL	GRAPHS/EQUATIONS OF LINES	1	KLASS	218	TBA	TBA
*DMA-060	LL	POLYNOMIAL/QUADRATIC APP	1	HENDRIX	218	TBA	TBA
*DMA-070	LL	RATIONAL EXPRESS/EQUATIONS	1	KLASS	218	TBA	TBA
*DMA-080	LL	RADICAL EXPRESS/EQUATIONS	1	HENDRIX	218	TBA	TBA
DMS-002	LL	DEVELOPMENTAL MATH SHELL 2	2	KLASS	218	TBA	TBA
DMS-003	LL	DEVELOPMENTAL MATH SHELL 3	2	HENDRIX	218	TBA	TBA
DRA-111	W1	THEATRE APPRECIATION	3	MARSHALL	ONLINE		
DRE-096	01C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MTW TH	09:30A-10:45A 09:30A-10:50A
DRE-096	02C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MTWTH	02:00P-03:15P
DRE-096	50C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEANE	237	MW	05:30P-08:20P
*DRE-097	01C8A	INTEGRATED READING & WRITING II (1st 8 weeks)	3	HOPKINS	237	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	01C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	02C8A	INTEGRATED READING & WRITING II (1st 8 weeks)	3	HOPKINS	237	MTWTH	02:00P-03:15P
*DRE-097	02C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEVERLY	238	MTWTH	02:00P-03:15P

* Prerequisite course(s) required. + Corequisite course(s) required.
PLEASE NOTE: High school students are ineligible to take courses in which the course number begins with "0." (Example: DRE 097)

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, IS Independent Study, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*DRE-097	50C8A	INTEGRATED READING & WRITING IIB (1st 8 weeks)		ALLEN	238	MW	05:30P-08:20P
*DRE-097	50C8B	INTEGRATED READING & WRITING II (2nd 8 weeks)	3	BEANE	237	MW	05:30P-08:20P
*DRE-098	01C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	TBA	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-098	02C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	HOPKINS	237	MTWTH	02:00P-03:15P
*DRE-098	50C8B	INTEGRATED READING & WRITING III (2nd 8 weeks)	3	ALLEN	237	MW	05:30P-07:20P
ECO-251	W1	PRINCIPLES OF MICROECONOMICS	3	KENNEDY	ONLINE		
+EDU-131	W1	CHILD, FAMILY & COMMUNITY	3	TBA	ONLINE		
+EDU-145	W1	CHILD DEVELOPMENT II	3	BROWN	ONLINE		
+EDU-151	1	CREATIVE ACTIVITIES	3	TBA	136	MW	02:00P-03:15P
+EDU-151	W1	CREATIVE ACTIVITIES	3	TBA	ONLINE		
+EDU-153	W1	HEALTH, SAFETY, & NUTRITION	3	TBA	ONLINE		
*+EDU-221	50	CHILDREN WITH EXCEPTIONALITIES	3	BROWN	136	M	05:00P-07:40P
*+EDU-221	W1	CHILDREN WITH EXCEPTIONALITIES	3	BROWN	ONLINE		
*+EDU-234	W1	INFANTS, TODDLERS, & TWOS	3	TBA	ONLINE		
+EDU-251	50	EXPLORATION ACTIVITIES	3	BROWN	136	W	05:00P-07:40P
+EDU-251	W1	EXPLORATION ACTIVITIES	3	BROWN	ONLINE		
*+EDU-262	W1	EARLY CHILDHOOD ADMINISTRATION II	3	TBA	ONLINE		
+EDU-263	W1	SCHOOL-AGE PROGRAM ADMINISTRATION	2	TBA	ONLINE		
+EDU-280	50	LANGUAGE & LITERACY EXPERIENCES	3	TBA	136	T	05:00P-07:40P
+EDU-280	W1	LANGUAGE & LITERACY EXPERIENCES	3	TBA	ONLINE		
+EDU-282	1	EARLY CHILDHOOD LITERATURE	3	TBA	136	W	09:00A-11:40A
+EDU-282	W1	EARLY CHILDHOOD LITERATURE	3	TBA	ONLINE		
*+EDU-284	01C	EARLY CHILDHOOD CAPSTONE PRACTICUM	1	BROWN	136		
Class will meet 2 days only Mondays, January 13 & May 5 from 4:00 - 4:50 all other assignments online							
ELC-112B	1	DC / AC ELECTRICITY	3	CLARK	500	MW	03:00P-05:20P
ELC-112B	50	DC / AC ELECTRICITY	3	CLARK	500	M	05:50P-10:10P
ELC-113	1	BASIC WIRING I	4	CLARK	500	TTH	08:00A-12:00P
ELC-117	1	MOTORS & CONTROLS	4	FURR	500/505	MW	08:00A-12:00P
ELC-117	50	MOTORS & CONTROLS	4	FURR	500	TTH	06:00P-10:00P
ELC-139	1	AC CIRCUIT ANALYSIS	4	CLARK	500	MW	02:30P-05:20P
ELC-139	50	AC CIRCUIT ANALYSIS	4	CLARK	500	MW	06:00P-09:00P
ELC-229	1	APPLICATIONS PROJECT	2	FURR	501	TTH	01:00P-03:00P
ELN-137	1	ELECTRONIC DEVICES AND CIRCUITS	5	CLARK	500	T TH	01:00P-04:50P 01:00P-03:50P
ELN-229	1	INDUSTRIAL ELECTRONICS	4	FURR	501	TTH	09:00A-12:00P
*ENG-111	1	EXPOSITORY WRITING	3	BRITT	229	TTH	11:00A-12:15P
*ENG-111	2	EXPOSITORY WRITING	3	VAN SINDEREN	229	TTH	12:30P-01:45P
*ENG-111	W1	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-111	50C	EXPOSITORY WRITING	3	VAN SINDEREN	229	M	05:30P-06:45P
*ENG-112	1	ARGUMENT-BASED RESEARCH	3	VAN SINDEREN	229	TTH	09:30P-10:45P
*ENG-112	W1	ARGUMENT-BASED RESEARCH	3	BRITT	ONLINE		
*ENG-114	1	PROFESSIONAL RESEARCH & REPORTING	3	BRITT	236	F	09:00A-11:50A
*ENG-114	2	PROFESSIONAL RESEARCH & REPORTING	3	BRITT	236	TTH	09:30A-10:45A
*ENG-114	W1	PROFESSIONAL RESEARCH & REPORTING	3	BRITT	ONLINE		
*ENG-114	50C	PROFESSIONAL RESEARCH & REPORTING	3	BRITT	236	M	05:30P-06:45P
*+ENG-131	W1	INTRO TO LITERATURE	3	VAN SINDEREN	ONLINE		
*ENG-242	1	BRITISH LITERATURE II	3	VAN SINDEREN	229	MW	12:30P-01:45P
FOR-123	1	FOREST BOTANY	3	THOMPSON	604	MW	02:30P-04:55P
FOR-172	1	INTRO TO TIMBER HARVEST	3	STRONG	605	T	08:30A-01:20P
FOR-172	2	INTRO TO TIMBER HARVEST	3	STRONG	605	TH	08:30A-01:20P
FOR-175	1	WILDLIFE/ENVIRONMENTAL STUDIES	3	THOMPSON	604	TTH	11:00A-01:25P
FOR-215	1	INTRO TO GIS / GPS	3	BOOTHBY	TBA	TBA	08:30A-01:20P
FOR-215	2	INTRO TO GIS / GPS	3	BOOTHBY	TBA	TBA	08:30A-01:20P
*FOR-232	1	FOREST MENSURATION	4	THOMPSON	604	MW	09:00A-12:50P
FOR-245	1	FOREST PESTICIDES	3	STRONG	605	MW	12:30P-02:50P
*FOR-271	1	FOREST MANAGEMENT	3	THOMPSON	604	TTH	08:00A-10:25A
FOR-282	1	FOREST RECREATION	3	STRONG	605	MW	09:00A-11:20A
GIS-121	W1	GEOREFERENCING & MAPPING	3	LAMONDS	ONLINE		
GIS-215	W1	GIS DATA MODELS	3	LAMONDS	ONLINE		
GSM-123	1	BASIC STOCKMAKING	6	CASEY	169A	WTH	08:00A-03:00P
GSM-123	50	BASIC STOCKMAKING	6	FLYNN	169A	MW T	05:00P-09:15P 05:30P-09:45P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, IS Independent Study, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
GSM-123	90	BASIC STOCKMAKING	6	MUTARELLI	169A	F	05:00P-09:50P
GSM-125	1	BARREL FITTING / ALTERATION	6	CASEY	169A	S	08:00P-04:50P
GSM-125	50	BARREL FITTING / ALTERATION	6	FLYNN	169A	MT	08:00A-02:30P
						TH	05:30P-09:55P
						F	09:00A-04:15P
GSM-227	1	ADVANCED REPAIR TECHNOLOGY	6	BERNAUER	156	M	08:00A-03:20P
						T	08:00A-03:00P
GSM-227	50	ADVANCED REPAIR TECHNOLOGY	6	DYE	156	TH	04:55P-09:25P
						F	09:00A-04:15P
GSM-235	1	CURRENT GUNSMITHING TECHNIQUES	6	BERNAUER	156	W	08:00A-03:20P
						TH	08:00A-03:00P
GSM-235	50	CURRENT GUNSMITHING TECHNIQUES	6	DYE	156	MTW	05:00P-09:15P
HEA-110	W1	PERSONAL HEALTH / WELLNESS	3	RAMING	ONLINE		
HIS-122	1	WESTERN CIVILIZATION II	3	EDWARDS	224	TTH	11:00A-12:15P
HIS-122	50C	WESTERN CIVILIZATION II	3	DOUGLAS	224	W	05:30P-06:45P
HIS-122	W1	WESTERN CIVILIZATION II	3	EDWARDS	ONLINE		
HIS-132	1	AMERICAN HISTORY II	3	EDWARDS	224	TTH	12:30P-01:45P
HIS-132	W1	AMERICAN HISTORY II	3	EDWARDS	ONLINE		
HSE-112	1	GROUP PROCESS I	2	FRIEARY	513	M	09:00A-10:50A
						W	10:00A-10:50A
HSE-112	W1	GROUP PROCESS I	2	TBA	ONLINE		
HSE-123	1	INTERVIEWING TECHNIQUES	3	FRIEARY	513	TTH	11:00A-12:50P
HSE-123	W1	INTERVIEWING TECHNIQUES	3	TBA	ONLINE		
HSE-210	1	HUMAN SERVICES ISSUES	2	FRIEARY	513	TTH	10:00A-10:50A
HSE-210	W1	HUMAN SERVICES ISSUES	2	TBA	ONLINE		
HSE-227	1	CHILDREN & ADOLESCENTS IN CRISIS	3	FRIEARY	513	MW	11:00A-12:15P
HSE-227	W1	CHILDREN & ADOLESCENTS IN CRISIS	3	FLOYD	ONLINE		
+HSE-260	W1	HSE CLINICAL SUPERVISION II	1	FRIEARY	ONLINE		
+HSE-264	W1	HSE CLINICAL EXPERIENCE II	4	TBA	ONLINE		
HUM-110	1	TECHNOLOGY & SOCIETY	3	RAY	236	TTH	03:30P-04:45P
HUM-150	W1	AMERICAN WOMEN'S STUDIES	3	YOUNG	ONLINE		
*MAT-101	LL	APPLIED MATHEMATICS	3	KLASS	218	TBA	TBA
*MAT-120	1	GEOMETRY & TRIGONOMETRY	3	ZIELSDORF	225	TTH	03:30P-05:20P
*MAT-121	1	ALGEBRA & TRIGONOMETRY	3	ZIELSDORF	225	MW	12:30P-02:20P
*MAT-140	1	SURVEY OF MATH	3	ZIELSDORF	225	TTH	02:00-03:15P
*MAT-140	W1	SURVEY OF MATH	3	ZIELSDORF	ONLINE		
*MAT-140A	W1	SURVEY OF MATH LAB	1	ZIELSDORF	ONLINE		
*MAT-151	50C	STATISTICS I	3	ZIELSDORF	225	TH	05:30P-06:45P
*MAT-172	1	COLLEGE ALGEBRA	3	ZIELSDORF	225	MW	09:30A-10:45A
*+MAT-172A	W1	COLLEGE ALGEBRA LAB	1	ZIELSDORF	225	ONLINE	
*MAT-271	IS	CALCULUS	4	KLASS	218	TBA	TBA
*MAT-272	IS	CALCULUS II	4	KLASS	218	TBA	TBA
*MED-122	01C	MEDICAL TERMINOLOGY II	3	BEAMAN	140		
		Class will meet one time (TBA) All other assignments online.					
MED-131	1	ADMIN OFFICE PROCEDURES II	2	BEAMAN	139/140	M	08:30A-09:20A
						W	01:15P-03:15P
MED-140	1	EXAM ROOM PROCEDURES I	5	CAVINESS	139/140	MW	09:30A-10:45A
						TTH	09:30A-11:20A
MED-260	1	MED CLINICAL EXTERNSHIP	5	CAVINESS	OFF	MW	08:00A-04:00P
					CAMPUS	F	08:00A-11:00A
MED-262	1	CLINICAL PERSPECTIVES	1	CAVINESS	139/140	T	08:30A-09:20A
MED-264	1	MEDICAL ASSISTING OVERVIEW	2	CAVINESS	139/140	T	TBA
MEG-110BB	90	TOOLS, TERMS, & PROCEDURES	2	HOUSER	156	S	12:30P-04:20P
MEG-116AB	90	FLUSH & RAISED INLAY	2	HOUSER	156	S	08:00A-11:50A
			3	MORTON	226	T	05:15P-07:45P
MKT-223	50	CUSTOMER SERVICE	3	MORTON	ONLINE		
MKT-223	W1	CUSTOMER SERVICE	3	MORTON	ONLINE		
MUS-110	W1	MUSIC APPRECIATION	3	CHESNUTT	ONLINE		
NOS-130	W1	OPERATING SYSTEM CONCEPTS	3	ANDREWS	ONLINE		
*NUR-102BB	01C8A	PRACTICAL NURSING II (Part B)	8	HANCOCK	228	T	09:00A-12:50P
		(1st 8 weeks)			148/150	THF	06:30A-03:20P
*NUR-102BB	02C8A	PRACTICAL NURSING II (Part B)	8	HANCOCK	228	T	09:00A-12:50P
		(1st 8 weeks)			148/150	WTH	06:30A-03:20P

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*NUR-102BB	50C8A	PRACTICAL NURSING II (Part B) (1st 8 weeks)	8	SAUNDERS	148/150	T S	06:00P-09:50P 09:00A-03:50P
*NUR-103	01C8B	PRACTICAL NURSING III (2nd 8 weeks)	10	HANCOCK	228 148/150	T THF	09:00A-12:50P 06:30A-03:20P
*NUR-103	50C8B	PRACTICAL NURSING III (2nd 8 weeks)	10	SAUNDERS	148/150	T S	06:00P-09:50P 06:30A-03:20P
OST-130	W18A	COMPREHENSIVE KEYBOARDING (1st 8 weeks)	2	HUDSON	ONLINE		
*OST-134	W18B	TEXT ENTRY & FORMATTING (2nd 8 weeks)	3	PARSONS	ONLINE		
OST-136	W18A	WORD PROCESSING (1st 8 weeks)	3	KIELISZEK	ONLINE		
OST-155	W1	LEGAL TERMINOLOGY (1st 8 weeks)	3	LISA FAGAN	ONLINE		
OST-164	W18A	TEXT EDITING APPLICATIONS (1st 8 weeks)	3	HUDSON	ONLINE		
*OST-236	W1	ADV. WORD/INFO PROCESSING (2nd 8 weeks)	3	KIELISZEK	ONLINE		
*OST-251	W18B	LEGAL DOCUMENT FORMATTING (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
*OST-252	W18B	LEGAL TRANSCRIPTION I (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
OST-286	1	PROFESSIONAL DEVELOPMENT	3	BLANKENSHIP	141	MW	10:00A-11:15A
OST-286	W1	PROFESSIONAL DEVELOPMENT	3	MORTON	ONLINE		
*OST-289	W18B	OFFICE MANAGEMENT (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
PCC-110BC	1	INTRO TO POTTERY	3	TBA	301 304	F	08:00A-03:20P
PCC-110BC	50	INTRO TO POTTERY	3	TBA	301 304	T TH	05:00P-08:50P 05:00P-07:50P
PCC-111	1	FUNCTIONAL POTTERY I	8	FERREE	301 304	MTW	08:00A-03:00P
PCC-111BC	1	FUNCTIONAL POTTERY I	3	TBA	301 304	F	09:00A-04:20P
PCC-111BC	50	FUNCTIONAL POTTERY I	3	TBA	301 304	T TH	06:00P-08:50P 05:00P-08:50P
PCC-118	1	CLAY: SPECIAL STUDIES	2	FERREE	304	TH	08:00A-11:50A
PCC-132	1	GLAZE FORMATION	2	TBA	301 304	TH	01:00P-05:00P
*PCC-211	1	DECORATIVE POTTERY	8	FERREE	301 304	MW T	09:00A-04:20P 09:00A-01:30P
*PCI-264	1	PROCESS CONTROL WITH PLCs	4	FURR	505B	MW	01:15P-04:15P
*PHI-240	W1	INTRO TO ETHICS	3	LINGLE	ONLINE		
PMT-110	W1	INTRO TO PROJECT MANAGEMENT	3	TBA	ONLINE		
PMT-111	W1	PROJECT MANAGEMENT: ASSESSING RISK	3	TBA	ONLINE		
PMT-210	W1	PROJECT MANAGEMENT ISSUES	3	TBA	ONLINE		
POL-130	W1	STATE & LOCAL GOVERNMENT	3	TBA	ONLINE		
PSY-150	1	GENERAL PSYCHOLOGY	3	NELSON	230	TTH	09:30A-10:45A
PSY-150	W1	GENERAL PSYCHOLOGY	3	NELSON	ONLINE		
PSY-150	W1	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
PSY-150	W2	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
*PSY-241	1	DEVELOPMENTAL PSYCHOLOGY	3	NELSON	230	MW	11:00A-12:15P
*PSY-241	W1	DEVELOPMENTAL PSYCHOLOGY	3	NELSON	ONLINE		
REL-111	1	EASTERN RELIGIONS	3	HANCOCK	224	MW	03:30P-04:45P
REL-211	1	INTRO TO THE OLD TESTAMENT	3	HANCOCK	224	TTH	03:30P-04:45P
REL-211	W1	INTRO TO THE OLD TESTAMENT	3	HANCOCK	ONLINE		
REL-212	W1	INTRO TO THE NEW TESTAMENT	3	HANCOCK	ONLINE		
REL-221	1	RELIGION IN AMERICA	3	HANCOCK	224	MW	02:00P-03:15P
REL-221	W1	RELIGION IN AMERICA	3	HANCOCK	ONLINE		
SAB-137	W1	CO-DEPENDENCY	3	WALKER	ONLINE		
SAB-210	W1	SUBSTANCE ABUSE COUNSELING	3	WALKER	ONLINE		
SOC-210	W1	INTRO TO SOCIOLOGY	3	ALLEN	ONLINE		
SOC-213	1	SOCIOLOGY OF THE FAMILY	3	NELSON	230	MW	02:00P-03:15P
SOC-213	W1	SOCIOLOGY OF THE FAMILY	3	SAVCHAK	ONLINE		
*SPA-112	01H	ELEMENTARY SPANISH	3	TBA	267	MW	03:10P-04:30P

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Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
SSM-110	W18B	INTRO TO SHOOTING SPORTS (2nd 8 weeks)	4	LEN FAGAN	ONLINE		
SSM-112	W18A	SPORTS HUNTING (1st 8 weeks)	3	LEN FAGAN	ONLINE		
SSM-114	W1	SHOOTING SPORTS MANAGEMENT	5	LEN FAGAN	ONLINE		
TXY-103	1	MAMMAL TAXIDERMY	12	ADAMS	162	MTW	08:00A-04:00P
TXY-103AB	50	MAMMAL TAXIDERMY	6	SPEER	162	MTW	06:00P-10:00P
WEB-140	1	WEB DESIGN	3	KIELISZEK	217	MW	12:30P-02:20P

ONLINE COURSES

ACA-111	W1	COLLEGE STUDENT SUCCESS (1st 8 weeks)	1	LISA FAGAN	ONLINE		
*ACC-121	W1	PRINCIPLES OF MANAGERIAL ACCOUNTING	4		ONLINE		
ACC-129	W1	INDIVIDUAL INCOME TAXES	3	TBA	ONLINE		
*ACC-140	W1	PAYROLL ACCOUNTING	2	TBA	ONLINE		
*ACC-150	W1	ACCOUNTING SOFTWARE APPLICATIONS	2		ONLINE		
ART-111	W1	ART APPRECIATION	3	LEVENTIS	ONLINE		
*BIO-112	W1	GENERAL BIOLOGY II	4	BUNTING	ONLINE		
BIO-165	W1	ANATOMY & PHYSIOLOGY I	4	ROBINSON	ONLINE		
*BIO-166	W1	ANATOMY & PHYSIOLOGY II	4	ROBINSON	ONLINE		
BUS-115	W1	BUSINESS LAW I	3	DONOVAN	ONLINE		
BUS-121	W1	BUSINESS MATH	3	COLLINS	ONLINE		
BUS-153	W1	HUMAN RESOURCE MANAGEMENT	3	COLLINS	ONLINE		
*BUS-225	W1	BUSINESS FINANCE	3	TBA	ONLINE		
BUS-230	W1	SMALL BUSINESS MANAGEMENT	3	COLLINS	ONLINE		
*BUS-260	W1	BUSINESS COMMUNICATION	3	COLLINS	ONLINE		
BUS-280	W1	REAL SMALL BUSINESS	4	J KENNEDY	ONLINE		
CIS-110	W1	INTRO TO COMPUTERS	3	TBA	ONLINE		
CIS-111	W1	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W2	BASIC PC LITERACY	2	TBA	ONLINE		
CIS-111	W3	BASIC PC LITERACY	2	TBA	ONLINE		
CJC-113	W1	JUVENILE JUSTICE	3	R WYRICK	ONLINE		
CJC-120	W1	INTERVIEW / INTERROGATION	3	T WYRICK	ONLINE		
CJC-121	W1	LAW ENFORCEMENT OPERATIONS	3	T WYRICK	ONLINE		
CJC-131	W1	CRIMINAL LAW	3	T WYRICK	ONLINE		
CJC-132	W1	COURT PROCEDURE & EVIDENCE	3	R WYRICK	ONLINE		
CJC-160	W1	TERRORISM: UNDERLYING ISSUES	3	EURY	ONLINE		
CJC-214	W1	VICTIMOLOGY	3	EURY	ONLINE		
*CTS-125	W1	PRESENTATION GRAPHICS	3	TBA	ONLINE		
*CTS-130	W1	SPREADSHEET	3	TBA	ONLINE		
CTS-155	W1	TECH SUPPORT FUNCTIONS	3	ANDREWS	ONLINE		
*CTS-285	W1	SYSTEMS ANALYSIS & DESIGN	3	ANDREWS	ONLINE		
DDT-110	W18A	DEVELOPMENTAL DISABILITIES (1st 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-120	W18B	TEACHING DEVELOPMENTALLY DISABLED (2nd 8 weeks)	3	NICHOLSON	ONLINE		
*DDT-210	W18B	DDT HEALTH ISSUES (2nd 8 weeks)	3	NICHOLSON	ONLINE		
DDT-220	W18A	PROGRAM PLANNING PROCESS (1st 8 weeks)	3	NICHOLSON	ONLINE		
DRA-111	W1	THEATRE APPRECIATION	3	MARSHALL	ONLINE		
ECO-251	W1	PRINCIPLES OF MICROECONOMICS	3	KENNEDY	ONLINE		
+EDU-131	W1	CHILD, FAMILY, & COMMUNITY	3	TBA	ONLINE		
+EDU-145	W1	CHILD DEVELOPMENT II	3	BROWN	ONLINE		
+EDU-151	W1	CREATIVE ACTIVITIES	3	TBA	ONLINE		
+EDU-153	W1	HEALTH, SAFETY, & NUTRITION	3	TBA	ONLINE		
*+EDU-221	W1	CHILDREN WITH EXCEPTIONALITIES	3	BROWN	ONLINE		
*+EDU-234	W1	INFANTS, TODDLERS, & TWOS	3	TBA	ONLINE		
+EDU-251	W1	EXPLORATION ACTIVITIES	3	BROWN	ONLINE		
*+EDU-262	W1	EARLY CHILDHOOD ADMINISTRATION II	3	TBA	ONLINE		
+EDU-263	W1	SCHOOL-AGE PROGRAM ADMINISTRATION	2	TBA	ONLINE		
+EDU-280	W1	LANGUAGE & LITERACY EXPERIENCES	3	TBA	ONLINE		

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Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
*+EDU-282	W1	EARLY CHILDHOOD LITERATURE	2	TBA	ONLINE		
*ENG-111	W1	EXPOSITORY WRITING	3	BRITT	ONLINE		
*ENG-112	W1	ARGUMENT BASED RESEARCH	3	BRITT	ONLINE		
*ENG-114	W1	PROFESSIONAL RESEARCH & REPORTING	3	BRITT	ONLINE		
*+ENG-131	W1	INTRO TO LITERATURE	3	VAN SINDEREN	ONLINE		
GIS-121	W1	GEOREFERENCING & MAPPING	3	LAMONDS	ONLINE		
GIS-215	W1	GIS DATA MODELS	3	LAMONDS	ONLINE		
HEA-110	W1	PERSONAL HEALTH / WELLNESS	3	RAMING	ONLINE		
HIS-122	W1	WESTERN CIVILIZATION II	3	EDWARDS	ONLINE		
HIS-132	W1	AMERICAN HISTORY	3	EDWARDS	ONLINE		
HUM-150	W1	AMERICAN WOMEN’S STUDIES	3	YOUNG	ONLINE		
*MAT-140	W1	SURVEY OF MATH	3	ZIELSDORF	ONLINE		
*MAT-140A	W1	SURVEY OF MATH LAB	1	ZIELSDORF	ONLINE		
*MAT-172A	W1	COLLEGE ALGEBRA LAB	1	ZIELSDORF	ONLINE		
MKT-223	W1	CUSTOMER SERVICE	3	MORTON	ONLINE		
MUS-110	W1	MUSIC APPRECIATION	3	CHESNUTT	ONLINE		
NOS-130	W1	OPERATING SYSTEM CONCEPTS	3	ANDREWS	ONLINE		
OST-130	W18A	COMPREHENSIVE KEYBOARDING (1st 8 weeks)	3	HUDSON	ONLINE		
*OST-134	W18B	TEXT ENTRY & FORMATTING (2nd 8 weeks)	3	PARSONS	ONLINE		
OST-136	W18A	WORD PROCESSING (1st 8 weeks)	3	KIELISZEK	ONLINE		
OST-155	W18A	LEGAL TERMINOLOGY (1st 8 weeks)	3	LISA FAGAN	ONLINE		
OST-164	W18A	TEXT EDITING APPLICATIONS (1st 8 weeks)	3	HUDSON	ONLINE		
*OST-236	W18B	ADVANCED WORD/INFO PROCESSING	3	KIELISZEK	ONLINE		
*OST-251	W18B	LEGAL DOCUMENT FORMATTING (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
*OST-252	W18B	LEGAL TRANSCRIPTION I (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
OST-286	W1	PROFESSIONAL DEVELOPMENT	3	MORTON	ONLINE		
*OST-289	W18B	ADMIN OFFICE MANAGEMENT (2nd 8 weeks)	3	LISA FAGAN	ONLINE		
PHI-240	W1	INTRO TO ETHICS	3	LINGLE	ONLINE		
PMT-110	W1	INTRO TO PROJECT MANAGEMENT	3	TBA	ONLINE		
PMT-111	W1	PROJECT MANAGEMENT-ASSESSING RISK	3	TBA	ONLINE		
PMT-210	W1	PROJECT MANAGEMENT ISSUES	3	TBA	ONLINE		
POL-130	W1	STATE & LOCAL GOVERNMENT	3	TBA	ONLINE		
PSY-150	W1	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
PSY-150	W2	GENERAL PSYCHOLOGY	3	RAMING	ONLINE		
*PSY-241	W1	DEVELOPMENTAL PSYCHOLOGY	3	NELSON	ONLINE		
REL-211	W1	INTRO TO THE OLD TESTAMENT	3	HANCOCK	ONLINE		
REL-212	W1	INTRO TO THE NEW TESTAMENT	3	HANCOCK	ONLINE		
REL-221	W1	RELIGION IN AMERICA	3	HANCOCK	ONLINE		
SOC-210	W1	INTRO TO SOCIOLOGY	3	ALLEN	ONLINE		
SOC-213	W1	SOCIOLOGY OF THE FAMILY	3	SAVCHAK	ONLINE		
SSM-110	W18B	INTRO TO SHOOTING SPORTS (2nd 8 weeks)	4	LEN FAGAN	ONLINE		
SSM-112	W18A	SPORTS HUNTING (1st 8 weeks)	3	LEN FAGAN	ONLINE		
SSM-114	W1	SHOOTING SPORTS MANAGEMENT	5	LEN FAGAN	ONLINE		
HYBRID COURSES							
Courses require classroom and online participation							
BIO-165	50C	ANATOMY & PHYSIOLOGY I	4	ROBINSON GOFORTH	102	TH	05:30P-08:20P
*BIO-166	50C	ANATOMY & PHYSIOLOGY II	4	ROBINSON	101	TH	05:30P-08:20P
*BIO-275	01C	MICROBIOLOGY	4	ROBINSON GOFORTH	102	TH	03:00P-04:50P
DRE-096	01C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MTW TH	09:30A-10:45A 09:30A-10:50A
DRE-096	02C8A	INTEGRATED READING & WRITING (1st 8 weeks)	3	BEVERLY	238	MTWTH	02:00P-03:15P

Curriculum Schedule of Classes

Section Key: 01-03 Day, 50-52 Evening, 90 Weekend, TBA To Be Announced, IS Independent Study, LL Learning Lab, W Online, H Highway Room, C Hybrid

Course #	Section	Course Title	Credits	Instructor	Room	Days	Time
DRE-096	50C8A	INTEGRATED READING & WRITING 3 (1st 8 weeks)	3	BEANE	237	MW	05:30P-08:20P
*DRE-097	01C8A	INTEGRATED READING & WRITING II 3 (1st 8 weeks)	3	HOPKINS	237	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	01C8B	INTEGRATED READING & WRITING II 3 (2nd 8 weeks)	3	BEVERLY	238	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-097	02C8A	INTEGRATED READING & WRITING II 3 (1st 8 weeks)	3	HOPKINS	237	MTWTH	02:00P-03:15P
*DRE-097	02C8B	INTEGRATED READING & WRITING II 3 (2nd 8 weeks)	3	BEVERLY	238	MTWTH	02:00P-03:15P
*DRE-097	50C8A	INTEGRATED READING & WRITING II 3 (1st 8 weeks)	3	ALLEN	238	MW	05:30P-08:20P
*DRE-097	50C8B	INTEGRATED READING & WRITING II 3 (2nd 8 weeks)	3	BEANE	237	MW	05:30P-08:20P
*DRE-098	01C8B	INTEGRATED READING & WRITING III 3 (2nd 8 weeks)	3	HOPKINS	TBA	MTW TH	09:30A-10:45A 09:30A-10:50A
*DRE-098	02C8B	INTEGRATED READING & WRITING III 3 (2nd 8 weeks)	3	HOPKINS	237	MTWTH	02:00P-03:15P
*DRE-098	50C8B	INTEGRATED READING & WRITING III 3 (2nd 8 weeks)	3	ALLEN	237	MW	05:30P-07:20P
*+EDU-284	01C	EARLY CHILDHOOD CAPSTONE PRACTICUM 1	1	BROWN	136Class will meet 2 days only Mondays, January 13 & May 5 from 4:00 - 4:50 all other assignments online		
*ENG-111	50C	EXPOSITORY WRITING 3	3	VAN SINDEREN	229	M	05:30P-06:45P
*ENG-114	50C	PROFESSIONAL RESEARCH & REPORTING 3	3	BRITT	236	M	05:30P-06:45P
HIS-122	50C	WESTERN CIVILIZATION II 3	3	DOUGLAS	224	TTH	11:00A-12:15P
*MAT-151	50C	STATISTICS I 3	3	ZIELSDORF	225	TH	05:30P-06:45P
*MED-122	01C	MEDICAL TERMINOLOGY II 3	3	BEAMAN	140		

Class will meet one time (TBA) All other assignments online.

Optional orientations for Hybrid and Internet courses are available online and on campus. Please see the Distance Learning web pages for more information.

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